



City of Rowlett

Meeting Agenda

City Council

4000 Main Street
Rowlett, TX 75088
www.rowlett.com

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.

Tuesday, August 5, 2014

5:30 P.M.

Municipal Building – 4000 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. CALL TO ORDER

2. EXECUTIVE SESSION (5:30 P.M.)* Times listed are approximate

2A. The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the offer of financial or other incentives to business prospects that the City may seek to have locate in or near Elgin B. Robertson Park. (15 minutes)

3. WORK SESSION (5:45 P.M.)*

3A. Presentation of the Fiscal Year 2015 (FY2015) Proposed Budget. (45 minutes)

3B. Discuss a resolution accepting the bid and awarding a contract for the purchase of six 2015 Ford Explorer Police Interceptor patrol motor vehicles to Sam Pack's Five Star Ford in the amount of \$175,182 for the Police Department through the Interlocal Cooperative Purchasing Agreement with Texas Smartbuy. (30 minutes)

3C. Discuss Water Distribution Flushing Practices. (15 minutes)

4. DISCUSS CONSENT AGENDA ITEMS

CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)*

INVOCATION

PLEDGE OF ALLEGIANCE

TEXAS PLEDGE OF ALLEGIANCE

Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

5. PRESENTATIONS AND PROCLAMATIONS

- 5A.** Presentation of Proclamations to Dave Holl and Anna Rigodanza for Awards received from Keep Texas Beautiful.
- 5B.** Proclamation of Rowlett Human Resources Professionals Appreciation Week (Aug 11-15, 2014) in conjunction with National Human Resources Professionals Appreciation Week.
- 5C.** Duck Creek District Cub Scout Twilight Camp presentation of money raised for a new playground.
- 5D.** Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

6. CITIZENS' INPUT

At this time, three-minute comments will be taken from the audience on any topic. To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting. No action can be taken by the Council during Citizens' Input.

7. CONSENT AGENDA

The following may be acted upon in one motion. A City Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.

- 7A.** Consider action to approve minutes from the July 8, 2014, City Council Special Meeting, and the July 15, 2014, City Council Meeting.
- 7B.** Consider action to approve a resolution awarding the bid for Section I mowing services to Ely Tree and Landscape in the unit amounts bid with an estimated annual amount of \$65,000 and authorizing the City Manager to execute the necessary documents for said mowing services for the Community Services Code Enforcement Division.
- 7C.** Consider action to approve a resolution authorizing the final acceptance and release of retainage for the Skyline at Osage Alley and Sewer Line Replacement in the amount of \$24,622.44 to A&M Construction and Utilities Incorporated and authorizing the Mayor to execute the necessary documents.
- 7D.** Consider a resolution approving Change Order Number 1 to the contract with York Bridge Concepts, Incorporated in the amount of \$105,318.90 for upgrading the elevated boardwalk piers to non-treated timber for the Scenic Point Park Project and authorize the Mayor to execute the necessary documents.

- 7E.** Consider action to approve a resolution for contract renewals of employee benefits for Fiscal Year 2015 to Aetna in the estimated amount of \$146,292 for Third Party Administration Medical Services; to Aetna for Individual and Aggregate Stop Loss Insurance in the amount of \$420,760; to Aetna for Section 125/Cafeteria Plan Administration in the estimated amount of \$12,736; to Special Insurance Services, Inc. for GAP insurance in the estimated amount of \$170,491; to Delta Dental for dental insurance in the estimated amount of \$216,558; to SunLife for life accidental death insurance, optional life and accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$60,420; to Block Vision for optional vision insurance in the amount of \$26,706, and authorizing the City Manager to execute all necessary documents.
- 7F.** Consider action to approve a resolution to contract with Stonebridge Veterinary Hospital of Rowlett to provide veterinary services for the Rowlett Animal Shelter for an estimated amount not to exceed \$52,402.
- 7G.** Consider a resolution authorizing final acceptance of an access, water, sewer, and drainage easement associated with 5000 Lakeview Parkway, being an unplatted 1,762 square-foot portion of Tract 14.1, Page 886 from the Thomas Lumley Survey Abstract No 789, Dallas County, Texas.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

If a Public Hearing is listed, the City Council will conduct such public hearing to receive comments concerning the specific items listed in the agenda. Any interested persons may appear and offer comments, either orally or in writing; however, questioning of those making presentations will be reserved exclusively to the presiding officer as may be necessary to ensure a complete record. While any person with pertinent comments will be granted an opportunity to present them during the course of the hearing, the presiding officer reserves the right to restrict testimony in terms of time and repetitive content. Organizations, associations, or groups are encouraged to present their commonly held views and identical or similar comments through a representative member when possible. Presentations must remain pertinent to the issues being discussed. A person may not assign a portion of his or her time to another speaker.

- 8A.** Consider action to approve a resolution amending the Munis Enterprise Resource Planning Software system contract with Tyler Technologies, Incorporated for the purchase of a Human Resources Information Systems module in the amount of \$80,478 and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said contract amendment.
- 8B.** Consider action to approve a resolution awarding the bid for the purchase of a Kronos TeleStaff Time Management System and other time keeping equipment to immixTechnology, Incorporated in the amount of \$285,880.92 through the Texas Comptroller of Public Accounts and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said purchase.
- 8C.** Consider action to approve a resolution to place a proposal to adopt a tax rate for Fiscal Year 2014-2015 (FY2015) on the agenda of a future meeting and schedule two public hearings.

- 8D.** Present the Community Development Block Grant Program – 2014 Annual Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2014 Community Development Block Grant Annual Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS

9. ADJOURNMENT

Laura Hallmark

Laura Hallmark, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the City's website (www.rowlett.com) on the 31th day of July 2014, by 5:00 p.m.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 2A

TITLE

The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the offer of financial or other incentives to business prospects that the City may seek to have locate in or near Elgin B. Robertson Park. (15 minutes)



City of Rowlett
Staff Report

4000 Main Street
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AGENDA DATE: 08/05/14

AGENDA ITEM: 3A

TITLE

Presentation of the Fiscal Year 2015 (FY2015) Proposed Budget. (45 minutes)

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

SUMMARY

The purpose of this item is to hear the presentation of the FY2015 Proposed Budget by the City Manager.

BACKGROUND INFORMATION

Section 6.02 of the City Charter requires the City Manager to present to City Council the Budget for the upcoming Fiscal Year. The presentation will be for the FY2015 Proposed Budget.

DISCUSSION

Following is a schedule of the FY2015 Budget Workshops and Public Hearing schedule:

August 5	Proposed Budget submitted to City Council
August 14, 15, 16	City Council Budget Workshops
August 19	1 st Public Hearing on Budget
September 2	2 nd Public Hearing on Budget
September 16	City Council meeting to set tax rate and adopt budget
October 1	Begin Fiscal Year 2014-2015

A complete copy of the City Manager's budget proposal will be posted on the City website following the presentation to the City Council on August 5, 2014.

RECOMMENDED ACTION

No action. Presentation only.

AGENDA DATE: 08/05/14

AGENDA ITEM: 3B

TITLE

Discuss a resolution accepting the bid and awarding a contract for the purchase of six 2015 Ford Explorer Police Interceptor patrol motor vehicles to Sam Pack's Five Star Ford in the amount of \$175,182 for the Police Department through the Interlocal Cooperative Purchasing Agreement with Texas Smartbuy. (30 minutes)

STAFF REPRESENTATIVE

Mike Brodnax, Chief of Police
Steve Ferrie, Patrol Lieutenant
Alan Guard, Director of Financial Services

SUMMARY

The City approved the purchase of six new patrol vehicles in the FY2014 budget. The purpose of this item is to discuss awarding the bid to Sam Pack's Five Star Ford for those vehicles.

BACKGROUND INFORMATION

During the FY2013-2014 budget process, City Council allocated \$250,000 toward the purchase of six replacement patrol vehicles and equipment for the police patrol fleet.

DISCUSSION

This agenda item is for the purchase of six replacement patrol vehicles for the police patrol fleet. The ability of the Rowlett Police Department's Patrol Division to serve the citizens efficiently depends heavily on transportation with dependable and properly equipped patrol vehicles. The division currently deploys Dodge Chargers in the marked patrol fleet. These vehicles are used extensively and, as would be expected, the vehicles require more maintenance and repair as they age. Fleet staff has been evaluating the criteria that should be used when determining when a police patrol motor vehicle should be replaced, and it has been determined that the overall safety and reliability of patrol vehicles decline with age and use and should be removed from the patrol fleet at 90,000 miles.

The Rowlett Police Department has been utilizing Dodge Charger sedans as patrol vehicles since 2007. Since that time, Chevy and Ford have introduced new police vehicles in the sedan and SUV categories and staff has been reviewing and evaluating those vehicles. Although staff reviewed both sedan and SUV models, staff recognized that the interior compartment of the vehicle is the officer's office for extended periods of time and felt that due to the ever decreasing free space in the cabin and cargo areas of the police vehicle and the different response environments and terrains that patrol officers are required to work in, the SUV type vehicle was a more appropriate patrol vehicle.

While researching the police vehicles, staff learned that Chevy announced a body style change for the 2015 Chevy Tahoe and Ford announced new powertrain options to the recently redesigned 2015 Ford Explorer. Staff considered the cost of equipping new police vehicles and decided to wait until Chevy and Ford came out with their 2015 police packages to eliminate the possibility of purchasing new equipment for the 2014 model and not being able to reuse the equipment in later year model vehicles.

In 2014, Chevy and Ford released the specifications for the 2015 Ford Explorer and Chevy Tahoe. Staff reviewed the interior and exterior specifications of the 2015 Chevy Tahoe and 2015 Ford Explorer Police Interceptor and compared them to the existing Dodge Chargers that were purchased in 2013. Staff requested quotes from Chevy and Ford and in an effort to make an “apples to apples” comparison, requested Chevy and Ford to provide quotes for the vehicles with available safety and powertrain options that both offered (see chart below). Early on, staff recognized that Ford offered some powertrain equipment as standard equipment (Ecoboost and all-wheel drive) that Chevy did not. Chevy did not offer an Ecoboost type option and only offers a police Tahoe with four-wheel drive as an option. Safety and comfort were also considerations, so staff specified the vehicles with reverse sensing, rear camera and auxiliary air conditioning. The quotes obtained did not include all options that staff was interested in, but was a starting point to compare similar type vehicles with identical safety options, similar powertrain options and auxiliary air conditioning to determine if Chevy Tahoes and Ford Explorers were comparable in price for similar options.

In addition to conducting research through documentation, staff also attended the Texas Police Chief’s Conference in Allen, Texas, to test the interior comfort of both vehicles. The officers that tested the interior compartment of both vehicles were two of the largest/tallest officers in the department and both officers did not have issues with the interior compartment of either vehicle. As a result of the research, staff determined that the Ford Explorer Police Interceptor, solid black in color, was the best fit for the Rowlett Police Department. The determination was based on performance, comfort, cargo area, price and resale value (see chart below).

Staff is recommending the replacement of six front-line patrol motor vehicles, which will meet or exceed the fleet replacement plan of 90,000 miles. The estimated delivery date is September, 2014.

See detailed quote from Sam Pack’s Five Star Ford in Exhibit A.

Vehicles that have not met the replacement mileage plan at the time the replacement vehicles arrive will not be removed from service.

Description	2015 Ford Explorer	2015 Chevy Tahoe	2015 Dodge Charger
Front Head Room	41.4"	42.8"	38.6"
Front Hip Room	57.3"	60.8"	56.2"
Front Leg Room	40.6"	45.3"	41.8"
Front Shoulder Room	61.3"	65.2"	59.5"
Ground Clearance	8.3"	9.1"	5.1"
Cargo Volume	58.7 cu ft (rear)	57.7 cu ft (rear)	16.5 cu ft (trunk)
Cylinders	6	8	8
Mileage	15/20*	15/21*+	15/25*
All-Wheel Drive Option	Standard	Option	Option
Rear View Camera Option	Option	Standard	No
Reverse Sensing Option	Option	Standard	No
Aux Air Conditioning Option	Option	Standard	No
0-60 MPH	6.28 seconds*	8.2 seconds*+	6.12 seconds*
0-80 MPH	10.09 seconds*	13.93 seconds*+	9.39 seconds*
0-100 MPH	15.51 seconds*	21.95 seconds*+	14.57 seconds*
Top Speed	131 MPH*	139 MPH*+	150 MPH*
60 MPH to 0 Stopping Distance	134.9 ft*	133.2 ft*+	126.5 ft*
Warranty	3/36,000 BtB 5/100,000 Powertrain	3/36,000 BtB 5/100,000 Powertrain	3/36,000 Btb 5/75,000 \$2,440
Price	Texas Smartbuy with Options \$29,197	HGAC Price with Options \$34,908	HGAC Price without Options \$26,289**
		W/O AWD \$30,963	

*Average from Michigan State Police 2014 Model Year Police Vehicle Evaluation Program (2014.5 model vehicles)

+Two wheel drive only tested

**2013 HGAC pricing

Additional equipment needs will be obtained from other vendors, and the build-out of the units will be performed by Sam Pack's Five Star Ford; all in accordance with Texas Local Government Code and Rowlett's purchasing policies and procedures.

The Texas Smartbuy has taken sealed bids and has contracts in place for the 2015 Ford Explorer Police Interceptor. The City of Rowlett has an Interlocal Cooperative Purchasing Agreement in place with Texas Smartbuy and staff desires to award such bids for the purchase of the six motor vehicles.

FINANCIAL/BUDGET IMPLICATIONS

Budget Account Number and/or Project Code	Account or Project Title	Budget Amount	Proposed Amount
101-2510-441-8050	Motor Vehicles	\$250,000	\$175,182
Total		\$250,000	\$175,182

RECOMMENDED ACTION

No action required. Discussion only.

ATTACHMENT

Exhibit A – Quote



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
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www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 3C

TITLE

Discuss Water Distribution Flushing Practices. (15 minutes)

STAFF REPRESENTATIVE

Tim Rogers, Director of Public Works

SUMMARY

The purpose of this item is to discuss the flushing practices within a distribution system as required by Texas Commission on Environmental Quality (TCEQ).

BACKGROUND INFORMATION

Per Texas Administrative Code (TAC), a minimum free chlorine residual of 0.5 milligrams per liter (mg/L) shall be maintained in the water being hauled. The City must develop a plan to monitor the distribution system. The plan provided to TCEQ is as follows:

- Check residuals at all major distribution facilities (elevated and ground storage tanks), throughout the system daily.
- Check residuals at dead end mainlines on a monthly schedule.
- Check residuals at 60 specific sampling locations providing for a system-wide representation for monitoring on a monthly schedule.
- Check residuals on a single random sample within the distribution system daily.

DISCUSSION

Regulations have been set to ensure the City of Rowlett provides a safe Public Water System through operations and maintenance of the distribution system. A minimum free chlorine residual of 0.5 milligrams per liter (mg/L) shall be maintained in the water being hauled. There are several factors resulting in low chlorine residuals that include a long detention time of water within the system, high temperatures and the age of the system itself.

Staff regularly monitors the chlorine residual demand of the distribution system. When the system is depleted of chlorine, to ensure safe potable water, the required action is to flush the mainline within the system. This results in water loss.

Once low chlorine residuals have been identified, staff must take immediate action to increase the level of the chlorine residual within the system. The industry standard is to flush the system when residuals are low. This method is the most effective way to increase the chlorine residuals.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

No formal action is required. This is for informational purpose only.



City of Rowlett Staff Report

4000 Main Street
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AGENDA DATE: 08/05/14

AGENDA ITEM: 5A

TITLE

Presentation of Proclamations to Dave Holl and Anna Rigodanza for Awards received from Keep Texas Beautiful.

STAFF REPRESENTATIVE

Brian Funderburk, City Manager

SUMMARY

Keep Texas Beautiful (KTB) held its 47th Annual State Conference in Austin, Texas June 23 – 25, 2014. KTB's conference goals are to celebrate and recognize the achievements of youth and community leaders (of all ages), civic groups, businesses and governments; offer an array of educational sessions that relay pertinent, innovative approaches to community beautification, waste reduction and litter prevention to those looking to improve their surroundings; and provide unparalleled networking opportunities and exciting presentations from knowledgeable experts and those with a passion for the environment.

With KTB's three distinct awards programs, there is a way to recognize the efforts of individuals, schools, businesses, communities and everything in between who work to keep the Lone Star State's environment clean. Winners of all three awards programs are recognized annually at the KTB Annual Conference. The Civic Organization Award recognizes contributions by civic organizations supporting the KTB mission. The KTB Youth & Educator Awards honor extraordinary students, educators and volunteers working to improve and beautify their communities. Awards are given in a number of categories, to elementary through college-level youth as well as educators and youth organizers. This year, the Ruthe Jackson Youth Leadership Female Scout Award was presented to Anna Rigodanza and the Civic Organization Award Innovation to Dave Holl.

BACKGROUND INFORMATION

Keep Texas Beautiful presented Dave Holl of Kayak Instruction Foundation, Inc. with the Innovation Award. KTB's article about Dave Holl shares the background information as follows: Dave wanted to give back to his community and founded Kayak Instruction Foundation, Inc., a nonprofit organization which focuses on developing character, leadership, teamwork, sportsmanship, integrity & responsibility in at-risk children through kayaking programs.

Being a nature lover and water sports enthusiast, Dave understands that the greatest recreational experiences can only be had when communities take an active role in the preservation and improvement of its natural resources. Dave works in a volunteer capacity with a multitude of local organizations, and in 2013, partnered with Keep Rowlett Beautiful to provide free kayaks and

support staff to help with five Keep Texas Waterways Clean events and two Great American Cleanup events. In addition to the support at special events, Dave and two of his staff pick up litter at Paddle Point Park on the weekends for nine months out of the year. Dave also initiated a standing program that provides free kayak rental to anyone who will pick up a bag of trash out of the lake. With Dave's support and dedication, the Rowlett lakeshore has already noticed a significant improvement. Whatever the project, Dave and his crew are always there to lend a hand.

Keep Texas Beautiful presented Anna Rigodanza with the Ruthe Jackson Youth Leadership – Female Scout Award for her Girl Scout Gold Award Project, “A Field Guide to the Birds of Lake Ray Hubbard”, which documents more than 30 species of birds that call Lake Ray Hubbard home. The Ruthe Jackson Leadership Award recognizes the outstanding efforts made by youth whose accomplishments are bringing about cleaner, more beautiful campuses, parks and communities, thus making Texas a better place to live.

Anna presented several copies of her book to the Rowlett library and the Kayak Instruction Foundation, Inc. to be used for Boy and Girl Scout Troops from all over North Texas who participate in Kayak Instruction Foundation's merit badge program.

**KEEP TEXAS BEAUTIFUL
CIVIC ORGANIZATION AWARD - INNOVATION**

WHEREAS, Keep Texas Beautiful is a statewide nonprofit dedicated to beautifying and improving community environments through programming and education; it addresses the areas of litter prevention, community beautification and waste reduction. The nonprofit works with affiliate communities, government agencies, businesses, civic groups, and volunteers to ensure that every Texan has the opportunity to make Texas the cleanest, most beautiful state in the nation; and

WHEREAS, the Keep Texas Beautiful Awards recognize the efforts of individuals and groups who make efforts to enhance their community and protect the Lone Star State; the Civic Organization Award recognizes contributions by civic organizations supporting the Keep Texas Beautiful mission; and

WHEREAS, the first place Civic Organization Award for Innovation was presented to Keep Rowlett Beautiful Board Member, David Holl, founder and President of Kayak Instruction Foundation, Inc., in recognition of his “Free Kayak Rental for a Bag of Lake Trash” program conducted at Paddle Point Park; and

WHEREAS, through his Kayak Instruction Foundation, Mr. Holl provided free kayak rentals to anyone willing to go out on the lake and collect litter from the areas that are inaccessible from land.

NOW THEREFORE, I, Todd W. Gottel, Mayor of the City of Rowlett, and on behalf of the City Council, do hereby recognize the efforts and the differences that have been made by this program and encourage citizens to continue the efforts of keeping our shorelines litter free.

**KEEP TEXAS BEAUTIFUL
RUTHE JACKSON YOUTH LEADERSHIP – FEMALE SCOUT AWARD**

WHEREAS, Keep Texas Beautiful is a statewide nonprofit dedicated to beautifying and improving community environments through programming and education; it addresses the areas of litter prevention, community beautification and waste reduction. The nonprofit works with affiliate communities, government agencies, businesses, civic groups, and volunteers to ensure that every Texan has the opportunity to make Texas the cleanest, most beautiful state in the nation; and

WHEREAS, the Keep Texas Beautiful Youth and Educator Awards honor extraordinary students, educators and volunteers working to improve and beautify their communities; and

WHEREAS, the first place Ruthe Jackson Youth Leadership for Female Scout Award was presented to Anna Rigodanza, for her Girl Scout Gold Award Project, “A Field Guide to the Birds of Lake Ray Hubbard” which documents more than 30 species of birds that call Lake Ray Hubbard home; and

WHEREAS, Anna presented several waterproof copies of her book to the Rowlett Library and the Kayak Instruction Foundation, Inc., to be used for Boy and Girl Scout Troops from all over North Texas who participate in Kayak Instruction Foundation’s merit badge program conducted at Paddle Point Park.

NOW THEREFORE, I, Todd W. Gottel, Mayor of the City of Rowlett, and on behalf of the City Council, do hereby recognize Anna’s efforts and the difference that she has made.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
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www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 5B

TITLE

Proclamation of Rowlett Human Resources Professionals Appreciation Week (Aug 11-15, 2014) in conjunction with National Human Resources Professionals Appreciation Week.

STAFF REPRESENTATIVE

John Murray, Director of Human Resources and Risk Management

SUMMARY

August 11-15, 2014, has been identified as National Human Resources Professionals Appreciation Week.

BACKGROUND INFORMATION

The City employs a hand-picked five member Human Resources staff that manages and directs a wide array of personnel, risk management, and wellness programs on behalf of City employees, their dependents, and Rowlett citizens.

The team is comprised of the following:

John Murray	Director of Human Resources Risk Management	10 months
Sherry Pannell	Benefits and Risk Management Program Manager	20 years
Brandi Bull	Human Resources Analyst	7 months
Alyssa Maxon	Human Resources Coordinator	1 year
Amanda Mullaney	Wellness Program Coordinator	10 months

DISCUSSION

The Human Resources staff is responsible for operating numerous programs, many of which are subject to strict Federal and State mandates. These programs include, but are not limited to:

HR Programs & Responsibilities

<p>Before Hire</p> <p>Vacancy Staffing Recruitment Talent Acquisition</p>	<p>On-boarding actions</p> <p>Drug Test DPS Background Check New Hire Info Sheet Position Control Emergency Contact Data TMRS Data/Enrollment I-9 Work Status Form W-2 Preparation Scan DLs and SS cards Medical Benefits enrollment Mod Duty/ADA Confirmation IT Set-up requests ID Badge paperwork w/photo Policy reviews Acknowledgement Forms Assignment of Supervisor Certification Pay</p>	<p>Personnel Management</p> <p>Performance Feedback Performance Evaluations Training -- Annual -- Management -- Job Specific Career Path Development Personnel Status Changes</p>
<p>Plus</p> <ul style="list-style-type: none"> ✓ Safety ✓ Worker's Comp ✓ Family Med Leave Act ✓ Texas Workforce ✓ Asset Liability ✓ HIPAA ✓ Claims Against the City ✓ Wellness Accountability 	<p>Department Deliverables</p> <p>EEO/Demographic Reports Manning/Turnover Rates Salary/Compensation Reviews Performance Metrics Random Drug Testing Family Med Leave Act reports</p>	

Additionally, Human Resources staff personnel have been instrumental to the success of several key programs and projects of high importance to the City over the past 9 months, including the 2014 Comprehensive Salary & Compensation Study, 2013-2014 Employee Climate Assessment, and 2014 Wellness Accountability Program.

ATTACHMENT

Proclamation

ROWLETT HUMAN RESOURCES PROFESSIONALS APPRECIATION WEEK

WHEREAS, the strength of any strong and successful organization is its outstanding workforce; and

WHEREAS, the fair and equitable recruitment and acquisition of experienced, talented, and ethical professionals that comprise that workforce are vital to the long-standing success of that organization; and

WHEREAS, the exceptional management and retention of that workforce is essential to the effective and efficient operations of that organization; and

WHEREAS, the unfailing, expert management of medical and administrative programs that support that workforce is critical to meeting Federal, State and City regulatory compliance; and

WHEREAS, the strict enforcement of policies that *prohibit* harassment, unlawful discrimination, and illegal management actions based on an individual's race, gender, color, religion, age, or national origin are essential to maintaining positive work environments; and

WHEREAS, designing and conducting active, participative, morale-enhancing programs increase the overall health and wellness of that organization; and

WHEREAS, faithfully advocating on behalf of stakeholders inside and outside the organization is essential to the character and reputation of that organization;

WHEREAS, we in the City of Rowlett are fortunate to have a Human Resources staff that exemplifies all of these singularly outstanding characteristics and much more.

NOW, THEREFORE, I, Todd W. Gottel, Mayor of the City of Rowlett, do hereby proclaim the week of August 11-15, 2014, as

HUMAN RESOURCES PROFESSIONALS APPRECIATION WEEK

in the City of Rowlett and encourage all residents to join the City Council in recognizing the amazing Human Resources Professionals we have who day in and day out reflect the strong and healthy heartbeat for the City of Rowlett Staff and their families.



City of Rowlett
Staff Report

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AGENDA DATE: 08/05/14

AGENDA ITEM: 5C

TITLE

Duck Creek District Cub Scout Twilight Camp presentation of money raised for a new playground.

STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

SUMMARY

Duck Creek District is part of Circle Ten Council in the Dallas, Texas area. The district serves residents within the boundaries of the Garland Independent School District, which includes much of Garland, Rowlett, and Sachse. Over 2,100 youths are registered in scouting in Duck Creek, which includes Cub Scouts, Boy Scouts, and Venture Scouts.

BACKGROUND INFORMATION

Each year, the Duck Creek District holds a Twilight Camp, which was held again at Pecan Grove Park June 16th – 20th. Just like last year, the Cub Scouts donated their change nightly to help fund the rebuild of a playground to replace Kids Kingdom. Last year, the group donated \$300. This year, they exceeded their goal to surpass last year's total and raised approximately \$330.

RECOMMENDED ACTION

This item is for information only.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
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AGENDA DATE: 08/05/14

AGENDA ITEM: 5D

TITLE

Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

STAFF REPRESENTATIVE

Brian Funderburk, City Manager



City of Rowlett
Staff Report

4000 Main Street
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AGENDA DATE: 08/05/14

AGENDA ITEM: 7A

TITLE

Consider action to approve minutes from the July 8, 2014, City Council Special Meeting, and the July 15, 2014, City Council Meeting.

STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

SUMMARY

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
 - (1) state the subject of each deliberation; and
 - (2) indicate each vote, order, decisions or other action taken.

BACKGROUND INFORMATION

N/A

DISCUSSION

N/A

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Move to approve, amend or correct the minutes of the July 8, 2014, City Council Special Meeting, and the July 15, 2014, City Council Meeting.

ATTACHMENTS

07-08-14 City Council Special Meeting minutes

07-15-14 City Council Meeting minutes



City of Rowlett

Special Meeting Minutes

City Council

4000 Main Street
Rowlett, TX 75088
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Tuesday, July 8, 2014

6:00 P.M.

Annex Building – 4004 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

Present: Mayor Gottel, Mayor Pro Tem Gallops, Deputy Mayor Pro Tem Pankratz, Councilmember Bobbitt, Councilmember Dana-Bashian, Councilmember Sheffield, and Councilmember van Bloemendaal

1. CALL TO ORDER

Mayor Gottel called the meeting to order at 6:02 p.m.

2. EXECUTIVE SESSION (6:00 P.M.)* Times listed are approximate

- 2A.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss the lease agreement with American Golf Corporation and the Waterview Golf Course bonded indebtedness. (30 minutes)

In Executive Session at 6:52 p.m. Out at 7:08 p.m.

- 2B.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss the Garland Public Shooting Range. (15 minutes)

In Executive Session at 7:08 p.m. Out at 7:18 p.m.

- 2C.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss the Invocation Policy. (15 minutes)

Council convened in Executive Session at 6:03 p.m. Out at 6:51 p.m.

Mr. Pankratz left the meeting at 6:51 p.m.

3. WORK SESSION (7:00 P.M.)*

After a short break at 7:18 p.m., Council reconvened in the Work Session at 7:23 p.m. to discuss item 3B.

- 3A.** Update Council on Year Four of Employee Benefits Strategy to include Plan Performance Update, Wellness Update, Live Healthy America Challenge, Biometric Screening Results & Comparisons, and Year Four Strategies. (60 minutes)

John Murray, Director of Human Resources and Risk Management, presented an update on the health benefit plan for the City. He reviewed workers' compensation events and claims amounts, the wellness program, and claims and usage of in-network providers. There was a suggestion that the CVS Minute Clinic be investigated as an additional option to the Employee Clinic.

Mr. Pankratz returned at 8:27 p.m.

- 3B.** Discuss a transition plan for the Rowlett Chamber of Commerce and building located at 3910 Main Street as it relates to the Village of Rowlett project. (60 minutes)

This item was discussed first. Marc Kurbansade, Director of Development Services, reviewed the cost components relating to relocation, demolition, rehabilitation, and site improvements as they applied to five options: 1) relocate downtown and use for the Chamber of Commerce; 2) relocate downtown for possible retail use; 3) relocate to the old fire station on Main Street and use for the Chamber of Commerce; 4) relocate to Pecan Grove Park and preserve for historical purposes; and 5) demolition of the building. Council discussion regarding relocation and possible use by the Seniors as well as occasional special events such as weddings, review of available funds provided, and notification to the Chamber. It was the consensus of Council to discuss the option with the Seniors at an upcoming Advisory Council meeting.

TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS

No action was taken.

4. ADJOURNMENT

There being no further business, the meeting adjourned at 8:32 p.m.



City of Rowlett

Meeting Minutes

City Council

4000 Main Street
Rowlett, TX 75088
www.rowlett.com

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.

Tuesday, July 15, 2014

5:30 P.M.

Municipal Building – 4000 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

Present: Mayor Gottel, Mayor Pro Tem Gallops, Deputy Mayor Pro Tem Pankratz, Councilmember Bobbitt, Councilmember Dana-Bashian and Councilmember van Bloemendaal

Absent: Councilmember Sheffield

1. CALL TO ORDER

Mayor Gottel called the meeting to order at 5:31 p.m.

2. EXECUTIVE SESSION

- 2A.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney for property located at 2801 Lakeview Pkwy. (30 minutes) THIS DISCUSSION WILL TAKE PLACE AT THE CONCLUSION OF THE REGULAR MEETING.

Council reconvened in Executive Session at 8:11 p.m. Out at 8:42 p.m.

- 2B.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the offer of financial or other incentives to business prospects that the City may seek to have locate in or near Elgin B. Robertson Park. (15 minutes) THIS DISCUSSION WILL TAKE PLACE AT THE CONCLUSION OF THE REGULAR MEETING.

Council convened in Executive Session at 8:42 p.m. Out at 9:10 p.m.

3. WORK SESSION (5:30 P.M.)* Times listed are approximate

- 3A.** Discuss a proposed Parks Maintenance Standards Policy and related costs for the City of Rowlett's parks system. (30 minutes)

Jermel Stevenson, Director of Parks and Recreation, along with Keith Flournoy, Parks Division Manager, provided a recent history of the parks review process, which included a "state of our parks" review. Mr. Stevenson outlined the color grading system of green, yellow, and red. Staff conducted an inventory of the parks including amenities and equipment. He reviewed the schedule of repairs for the City's parks.

Council discussion regarding prioritization of parks, shade structures for play areas and maintenance standards. A suggestion was also made to re-evaluate the "state of the parks" at least every five years. Mr. Stevenson provided an explanation of the "Tree City USA" designation.

- 3B.** Discuss Community Development Block Grant (CDBG) 2014 Annual Plan and seek feedback from City Council on proposed funds allotted to each program. (15 minutes)

Marc Kurbansade, Director of Development Services, reviewed the allotment that Council had approved last year, the reduction in funds for the next year and the proposed allotment for the change. It was the consensus of Council to use the proposed allocation with a review of the specific allotment for Isaac Scruggs Park.

- 3C.** Discuss the Community Investment Program (CIP) Task Force creation and selection of members. (15 minutes)

Jim Proce, Assistant City Manager, reviewed the timeline for the bond election and Council's discussion at their retreat regarding citizen input and involvement. It was the consensus of Council that the Task Force consist of seven members with Mayor Pro Tem Gallops as Council liaison and Councilmember Dana-Bashian as his alternate.

- 3D.** Discuss the acquisition of Human Resources Information System (HRIS), including timekeeping and payroll systems. (45 minutes)

John Murray, Director of Human Resources and Risk Management, along with Alan Guard, Chief Financial Officer, reviewed the current human resources processes and the lack of automation and synchronization with payroll and budget systems. Mr. Guard provided information regarding the other systems that were reviewed. This item will be presented to Council at a later date for their consideration.

- 3E.** Discuss Stonebridge Veterinary Hospital of Rowlett as the provider of veterinary services for the Rowlett Animal Shelter. (15 minutes)

Maria Martinez, Interim Animal Services Manager, along with Lt. Marvin Gibbs, Community Services Commander, reviewed the process for securing veterinary services for the animal shelter. At the conclusion of the RFQ process, the selected clinic is located in the City of Rowlett.

- 4. DISCUSS CONSENT AGENDA ITEMS**

Council took a short break at 7:26 p.m.

CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)*

Council reconvened in Regular Session at 7:34 p.m.

INVOCATION – Mayor Pro Tem Gallops

PLEDGE OF ALLEGIANCE

TEXAS PLEDGE OF ALLEGIANCE – Led by the City Council

5. PRESENTATIONS AND PROCLAMATIONS

- 5A.** Presentation of the Government Finance Officers of America (GFOA) Distinguished Budget Presentation for FY2014 City of Rowlett Budget.

Kent Austin, former president of GFOA – Texas, presented the award to Terri Doby.

- 5B.** Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

Mayor Gottel announced the following: Upcoming City Council meetings: Tuesday, August 5th and 19th; Regular Meeting – City Hall Conference Room. Budget Work Sessions: Thursday, August 14th, 6:30 – 9pm; Friday, August 15th, 6:30 – 9pm; Saturday, August 16th, 9am – 1pm. Upcoming Planning & Zoning Commission meetings will be Tuesday, August 12th and 26th; 6pm in City Hall Conference Room. STAGE 3 WATER RESTRICTIONS – residents can water Once Every TWO Weeks. MOSQUITO TESTING AND ABATEMENT PLAN - The City contracts with Dallas County for mosquito testing, abatement and spraying. The contract covers ALL of Rowlett, including the portion located in Rockwall County. Dallas County increased the number of mosquito traps set around Rowlett from five to six zones. Dallas County will perform ground spraying of the entire zone when a mosquito has tested positive. Mosquito testing in Rowlett will occur on Wednesdays. City will be notified of results by 10am on the following Friday. If a mosquito tests positive, ground spraying of the zone will occur at dusk the same evening (weather permitting). Residents will be notified of the affected area through Everbridge and the City's website. What can you do?? Follow the 4 D's: Dress: wear long, loose and light-colored clothing; DEET: use insect repellent products with DEET or other EPA approved repellents; Drain: inspect property for standing water, regularly clean roof gutters, dump water from potted plants, change birdbath and pet water daily; Dusk & Dawn: stay indoors during the dusk and dawn hours when mosquitoes are most active. ANIMAL SHELTER – maintaining a 96% live release rate! Low-cost vaccine clinic Saturday, July 19th 1-4pm. Normal business hours at 4402 Industrial Street are Monday-Friday, 10am-5pm and Saturday, 10:30am-5pm. Upcoming events for Parks and Recreation: Movies on Main will start at approximately 6pm on Main Street downtown: September 5th (The Smurfs 2); September 12th (Free Birds); September 19th (Monsters University). Check out the Parks & Recreation page on our website for hours of operation and more information on the "Summer Camps" being held at the Community Centre. Upcoming events at the Rowlett Public Library: Summer Reading Program runs through August 1st. Check out everything going on at the Library this summer at Rowlett.com or the Rowlett on the Move newsletter. Arts & Humanities Annual Photography Contest: 2014 Theme – "Rowlett Up Close!" Entries accepted at the Rowlett Library on Saturday, September 6th from 10am to noon. Will be on display through October 4th. More information at Rowlett.com on the Arts & Humanities page. COMMUNITY EMERGENCY RESPONSE TEAM - Become a member of the CERT Team! Two day class held Saturday, August

2nd & 9th, 8am – 6pm. Course fee of \$20 to cover disposable materials used in the class. Visit rowlettCERT.com or email CERT@rowlettcitizencorps.org. 5th ANNUAL BOARDS & COMMISSIONS VOLUNTEER FAIR - Held Thursday, July 24th at Rowlett Community Centre starting at 7pm. Many Volunteer opportunities throughout the City. Various City Boards & Commissions, Animal Shelter, Library, Police Department, Keep Rowlett Beautiful and many more. Contact Denise Perrin for more information about volunteering with the City of Rowlett – 972-412-6192.

Councilmember Dana-Bashian requested clarification of the mosquito spraying notification system.

6. CITIZENS' INPUT

Gerald Nichols, 2005 Portsmouth Drive, Richardson; spoke regarding the 6th Annual Senior Awareness Day.

7. CONSENT AGENDA

7A. Consider action to approve minutes from the July 1, 2014, City Council Meeting.

This item was approved on the Consent Agenda.

7B. Consider action to adopt an ordinance adopting and enacting Supplement Number 14, Volume I and Volume II, dated February 2014, to the Code of Ordinances.

This item was approved as ORD-027-14 on the Consent Agenda.

7C. Consider action to approve a resolution accepting the bid of and awarding a contract to SunTrust Equipment Finance & Leasing Corporation in the amount of \$445,682, utilizing an interest rate of 1.38 percent for the five year lease-purchase financing of water meters and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said purchase.

This item was approved as RES-059-14 on the Consent Agenda.

7D. Consider action to approve a resolution amending a Communication Facility License Agreement with T-Mobile West Corporation for communication facilities located at Fire Station #3, 8000 Princeton Road.

This item was approved as RES-060-14 on the Consent Agenda.

Passed the Consent Agenda

A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember Dana-Bashian, including all the preceding items marked as having been approved on the Consent Agenda. The motion carried with a unanimous vote of those members present.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A.** Consider adoption of an ordinance authorizing the issuance and sale of City of Rowlett, Texas Waterworks and Sewer System Revenue Bonds, Series 2014; providing an effective date; and enacting other provisions relating to the subject.

Sara Bedford, with First Southwest, reviewed the details of the bond sale. Leroy Grawunder, Bond Counsel, was also present. Mr. Guard reviewed the purpose of the bonds, which is primarily for the upper pressure plane.

A motion was made by Mayor Pro Tem Gallops, seconded by Councilmember Bobbitt, to approve the item as presented. The motion carried with a unanimous vote of those members present. This item was adopted as ORD-028-14.

Council took a short break at 8:03 p.m. and reconvened for Executive Session item 2A at 8:11 p.m.

TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS

There was no action taken.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 9:11 p.m.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 7B

TITLE

Consider action to approve a resolution awarding the bid for Section I mowing services to Ely Tree and Landscape in the unit amounts bid with an estimated annual amount of \$65,000 and authorizing the City Manager to execute the necessary documents for said mowing services for the Community Services Code Enforcement Division.

STAFF REPRESENTATIVE

Lt. Marvin Gibbs, Community Services Division Commander
Maria Martinez, Code Enforcement Supervisor
Allyson Wilson, Purchasing Agent

SUMMARY

This item is for the mowing, detailing, and clean up of designated properties for Community Services Code Enforcement Division when properties are in violation of City codes and ordinances.

BACKGROUND INFORMATION

On March 15, 2011, the City Council adopted a resolution awarding a bid for Section I mowing services to 3-D Mowing Services in the unit amounts bid with an estimated annual amount of \$65,000 (Resolution Number RES-053-11) for the Community Services Code Enforcement Division. 3-D Mowing Services was awarded three of four one-year renewal options; however, they submitted a letter to resign from their contract on June 24, 2014, for Section I mowing services. City staff re-bid the services and is recommending award of Section I mowing services to the lowest bidder meeting specifications as per bid # 2014-72 and the termination of services with 3-D Mowing Services contract.

DISCUSSION

The term is for an initial one-year period with four (4) one-year renewal options if both parties are in agreement. The one-year period will begin August 6, 2014, and end on August 5, 2015. Notice to bidders was published in the *Rowlett Lakeshore Times* on July 3 and 10, 2014. The bid advertisement and bid documents were also posted on the City website. A Pre-Bid meeting was held at 10 a.m., July 9, 2014, in the City Hall Conference Room. Sealed competitive bids were received in the Purchasing Office until 2 p.m., July 17, 2014, and then publicly opened and read aloud in the City Council Chambers in accordance with Texas Local Government Code.

Bids were received from three bidders. Please refer to the bid tabulation in Exhibit A.

Ely Tree and Landscape is the low bidder and has performed satisfactory work on past services for the City of Rowlett Community Services Code Enforcement Division, as well as other mowing services sections.

FINANCIAL/BUDGET IMPLICATIONS

Funding in the amount of \$65,000 was approved in the Community Services Code Enforcement Division FY2014 budget in account 101-3223-470-7201. The current available balance as of July 24, 2014, is \$23,469.79. The expenditures are offset by revenues received. The proposed funding for the 2015 budget should cover the remaining amount needed to complete this year's contract. This amount could be potentially altered due to weather.

Budget Account Number and/or Project Code	Account or Project Title	Budget Amount	Proposed Amount
101-3223-470-7201	Purch Service-Property/Mowing	\$65,000	\$65,000
Total		\$65,000	\$65,000

RECOMMENDED ACTION

City staff recommends the City Council adopt a resolution awarding the bid for Section I mowing services to Ely Tree and Landscape in the unit amounts bid with an estimated annual amount of \$65,000 as attached hereto and incorporated herein by reference as Exhibit A and authorizing the City Manager to execute the necessary documents for said mowing services for the Community Services Code Enforcement Division.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE BID OF AND AWARDING A CONTRACT FOR SECTION I MOWING SERVICES TO ELY TREE AND LANDSCAPE IN THE UNIT AMOUNTS BID WITH AN ESTIMATED ANNUAL AMOUNT OF \$65,000 AS PER BID DOCUMENTS NUMBER 2014-72 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID MOWING SERVICES FOR THE CITY OF ROWLETT COMMUNITY SERVICES CODE ENFORCEMENT DIVISION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is desired to contract with vendors for mowing and maintenance services for Section I for the City of Rowlett Community Services Code Enforcement Division as per Bid No. 2014-72; and

WHEREAS, the Purchasing Division has obtained competitive bids for Section I mowing services bid and recommends award to the lowest responsible bidder; and

WHEREAS, the initial term of the contract is for one-year beginning August 6, 2014 with options for four one-year renewals if both parties are agreeable; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award the bid to the lowest responsible bidder for Section I mowing services.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: The City Council of the City of Rowlett does hereby accept the bid of and award contract for Section I mowing services to Ely Tree and Landscape in the unit amounts bid with an estimated annual amount of \$65,000 which is attached hereto and incorporated herein by reference as Exhibit A.

Section 2: The Council of the City of Rowlett does hereby authorize the City Manager to execute the necessary documents and issuance of purchase orders to conform to this resolution.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENT

Exhibit A – Bid Tabulation for Section I Mowing

City Of Rowlett Bid Tabulation Mowing Services Section I, #2014-72
4004 Main Street, Rowlett, TX 75088
Purchasing Phone 972-412-6189 Fax 972-412-6144
July 17, 2014

Ely Tree & Landscape Scott Ely 214-738-8668		Lawn & Landscape Mgmt Joe Garcia 972-412-7860		The Teter Group Sharon Teter 972-978-5682	

Item #	WT	Description	UNIT PRICE	TOTAL WEIGHT	UNIT PRICE	TOTAL WEIGHT	UNIT PRICE	TOTAL WEIGHT
1.	8.00	Mowing of a standard lot (43,560 sq. ft. or less) which is vacant & shall include any hand cutting that will be required. Price per lot.	\$30.00	\$240.00	\$45.00	\$360.00	\$30.00	\$240.00
2.	25.00	Mowing of a standard lot with a structure on said lot (43,560 sq. ft. or less) & include the cost to remove any necessary fences as well as hand cutting around the structure that is necessary to comply with the Code. Price per lot.	\$40.00	\$1,000.00	\$55.00	\$1,375.00	\$45.00	\$1,125.00
3.	8.00	Mowing of acreage property in excess of 43,560 sq. ft. (1 acre). Price per acre.	\$40.00	\$320.00	\$45.00	\$360.00	\$35.00	\$280.00
4.	5.00	Mowing of an alley or easement at the mid-line of alley or easement & shall include any hand cutting required to comply with the Code. Price per unit.	\$17.00	\$85.00	\$25.00	\$125.00	\$16.50	\$82.50
5.	0.25	Cleaning of debris, trash, and rubbish and shall include the labor cost of two (2) workers, a commercial loader and a vehicle that mechanically dumps. Price per hour. If debris is dumped in a for fee landfill, an actual dump receipt must be submitted with vendor's invoice for contractor reimbursement. If debris is dumped elsewhere, site must be identified and a dumping fee included in this bid.	\$52.00	\$13.00	\$60.00	\$15.00	\$50.75	\$12.69
6.	15.25	Cleaning of debris, trash, and rubbish by hand & shall include the labor costs of two (2) workers and a vehicle that mechanically dumps. Price per hour. If debris is dumped in a for fee landfill, an actual dump receipt must be submitted. If debris is dumped elsewhere, site must be identified and a dumping fee included in this bid.	\$40.00	\$610.00	\$60.00	\$915.00	\$45.00	\$686.25
7.	0.25	Cleaning of debris, trash, and rubbish by hand & shall include the costs of one worker and a vehicle that mechanically dumps. Price per hour. If debris is dumped in a for fee landfill, an actual dump receipt must be submitted. If debris is dumped elsewhere, site must be identified and a dumping fee included in this bid.	\$28.00	\$7.00	\$75.00	\$18.75	\$22.25	\$5.56
8.	0.25	Mowing of areas not platted into lots nor easily computed into acreage & shall include the labor costs of one worker & equipment of an 8 ft. mower to be used on large tracts and large easements or rights-of-ways (e.g. railroad rights-of-way). When terrain dictates the necessity, by-hand cutting and five foot mowers shall be permitted under this category only. When the number of workers exceeds one, Category 8A shall be employed in addition to Category 8.	\$28.00	\$7.00	\$30.00	\$7.50	\$27.35	\$6.84

Ely Tree & Landscape		Lawn & Landscape Mgmt		The Teter Group

Item #	WT	Description	UNIT PRICE	TOTAL WEIGHT	UNIT PRICE	TOTAL WEIGHT	UNIT PRICE	TOTAL WEIGHT
8A.	0.25	This category shall take into consideration the cost of workers exceeding two (2) in number, per worker performing under item 8. This per hour price shall be multiplied by the number of workers and added to the price or prices in item 8. Price per worker rate per hour.	\$15.00	\$3.75	\$15.00	\$3.75	\$17.25	\$4.31
9.	0.25	Leveling or spreading of mounds of dirt and/or rock shall include the labor costs of one worker with a track loader.	\$30.00	\$7.50	\$20.00	\$5.00	\$34.50	\$8.63
10.	5.00	Securing of open/vacant structures i.e. open doors, and/or broken windows and shall include the cost of 2 workers. Price per hour for 2 workers.	\$30.00	\$150.00	\$50.00	\$250.00	\$35.50	\$177.50
11.	6.00	Repair of residential fences and shall include the cost of 2 workers. Price per hour.	\$25.00	\$150.00	\$40.00	\$240.00	\$38.00	\$228.00
12.	1.00	Remove residential fences and shall include the labor cost of 2 workers & a pickup truck w/trailer. Price per hour for 2 workers.	\$40.00	\$40.00	\$40.00	\$40.00	\$37.50	\$37.50
13.	10.00	Trimming of trees, shrubs, and/or plants obstructing street/alley right-of-way (ROW) and shall include the cost of 2 workers. Price per hour for 2 workers.	\$40.00	\$400.00	\$60.00	\$600.00	\$36.75	\$367.50
13A.	0.50	This category shall take into consideration the cost of workers exceeding two (2) in number, per worker performing under item 13. This per hour price shall be multiplied by the number of workers and added to the price or prices in item 12. Price per worker rate per hour.	\$15.00	\$7.50	\$15.00	\$7.50	\$18.25	\$9.13
14	10.00	Furnish and install standard 4" sturdy reflective plastic address numbers in a contrasting color to the appropriate wooden surface where the numbers are being applied.	\$28.00	\$280.00	\$35.00	\$350.00	\$29.50	\$295.00
15	5.00	The cost of covering graffiti with a gray-based paint to cover entire graffiti site in square form. The method of removal shall not leave shadows or ghosts and shall not follow the pattern of the graffiti such that letters or shapes remain apparent on the surface after the graffiti markings have been covered.	\$4.00	\$20.00	\$12.00	\$60.00	\$18.00	\$90.00
	100							
GRAND TOTAL OF SECTION I			\$502.00	\$3,340.75	\$682.00	\$4,732.50	\$537.10	\$3,656.40
Addenda Acknowledged/Insurance Verified			Yes / Yes		Yes / Yes		Yes / Yes	
Comments:					A trip charge of \$35.00 will be incurred for every work order that the Code Inspector incorrectly issued. Such as an incorrect photo of property in violation or incorrect address that the crew has arrived on location of violation, and cannot perform work. (Example - picture is two story home, but real address is a one story home.) Non working days are: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving Day, Easter, July 4th, Labor Day, Memorial Day, Sundays			



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 7C

TITLE

Consider action to approve a resolution authorizing the final acceptance and release of retainage for the Skyline at Osage Alley and Sewer Line Replacement in the amount of \$24,622.44 to A&M Construction and Utilities Incorporated and authorizing the Mayor to execute the necessary documents.

STAFF REPRESENTATIVE

Tim Rogers, Director of Public Works
Robbin Webber, Assistant Director of Public Works

SUMMARY

This project consists of the removal of the existing concrete pavement within the limits of the alley with the installation of a sanitary sewer main and an underground drainage system.

BACKGROUND INFORMATION

The Capital Improvement Plan (CIP) includes funding each year for alley reconstruction. Each year, the alleys in the City are inspected and ranked based on their pavement condition index. From the ranking, a prioritized list is created for the reconstruction program. The alley between Skyline/Osage was added to the list of alleys to be reconstructed in 2013. The age and degradation of the sewer was a concern for staff. The main line was evaluated by camera to determine the condition of the pipe. After reviewing the video footage, it was determined that the sewer line needed to be replaced due to pipe failure in coordination with the alley improvements.

On September 3, 2013, City Council adopted a resolution awarding the base bid to A&M Construction and Utilities Incorporated in the amount of \$260,160.75 for the reconstruction of the Skyline at Osage Alley and Sewer Replacement Project and authorized the Mayor to execute the Standard Public Works Construction Contract of said service.

DISCUSSION

A&M Construction and Utilities has satisfactorily completed the project as designed, in accordance with the contract plans and specifications. Staff has inspected the construction ensuring compliance with the provisions of the contract and recommends acceptance of such improvements with a final payment and release of retainage in the amount of \$24,622.44. The total construction amount is \$246,224.37, which is \$13,936.38 less than the amount awarded for the project.

FINANCIAL/BUDGET IMPLICATIONS

Funding in the amount of \$24,622.44 has been encumbered in Project Code (SS1102) and Account Number (607-8201-531-80.02):

Budget Project Code	Account Number	Budgeted Amount	Proposed Amount
SS1102	607-8201-531-80.02	\$55,442.75	\$24,622.44
ST2011/2104	398-8201-521-80.02	\$204,718.00	\$0.00
Total		\$260,160.75	\$24,622.44

RECOMMENDED ACTION

Staff recommends City Council approve a resolution authorizing the final acceptance and release of retainage for the Skyline at Osage Alley and Sewer Line Replacement in the amount of \$24,622.44 to A&M Construction and Utilities Incorporated and authorizing the Mayor to execute the necessary documents.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AUTHORIZING FINAL ACCEPTANCE AND RELEASE OF RETAINAGE FOR THE SKYLINE AT OSAGE ALLEY AND SEWER LINE REPLACEMENT IN THE AMOUNT OF \$24,622.44 TO A&M CONSTRUCTION AND UTILITIES INCORPORATED; AUTHORIZING THE MAYOR TO EXECUTE THE NECESSARY DOCUMENTS FOR PAYMENT PURSUANT TO APPROVAL; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted Resolution Number RES-078-13 awarding Bid # 2013-69 for the construction of Skyline at Osage Alley and Sewer Line Replacement Project on September 3, 2013, in the amount of \$260,160.75 to A&M Construction and Utilities Incorporated; and

WHEREAS, A&M Construction and Utilities Incorporated has completed the project within the construction time frame and within budget; and

WHEREAS, City staff has inspected the construction ensuring that it complies with the provisions of the contract and recommends acceptance of such improvements as well as the release of retainage.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City Council of the City of Rowlett, Texas, hereby accepts the completion of the reconstruction of Skyline at Osage Alley and Sewer Line Replacement and approves the release of retainage to A&M Construction and Utilities Incorporated in the amount of \$24,622.44.

Section 2: That the City Council of the City of Rowlett hereby authorizes the Mayor to execute the necessary documents for payment to conform to this resolution as appropriate.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENTS

- Exhibit A – Final Payment Request
- Exhibit B – Affidavit of Final Bills Paid
- Attachment 1 – Location Map



PAYMENT REQUEST (4.51)

PROJECT: SKYLINE/OSAGE ALLEY AND SS LINE REPLACEMENT **PROJECT NUMBER**
OWNER: _____ 02013-69
CONTRACTOR: A&M CONSTRUCTION AND UTILITIES INC.
ENGINEER: CITY

PAYMENT PERIOD FROM: 5/1/2014 **TO** 5/28/2014 **ESTIMATE NO.:** FINAL PAYMENT

SUMMARY OF PAYMENT ESTIMATE VALUES FROM ATTACHED TABULATIONS

Original Contract Amount	\$ 260,160.75
Approved Change Orders	\$ -
Current Contract Amount	\$ 260,160.75
Total Value of Original Contract Performed (Attachment "A" consisting of __ pages)	\$ 246,224.37
Extra Work on Approved Change Orders (Attachment "B" consisting of __ pages)	\$ -
Materials on Hand (Attachment "C" consisting of __ pages)	\$ -
Total Value of Work to Date	\$ 246,224.37
Less Amount Retained at <u>10</u> %	\$ -
Net Amount Earned on Contract	\$ 246,224.37
Less Amount of Previous Payments	\$ (221,601.93)
BALANCE DUE THIS STATEMENT	\$ 24,622.44
Percentage of Contract Paid to Date	\$ (0.90)

The undersigned Contractor certifies that all work, including materials on hand, covered by this Periodical Payment has been completed and delivered and stored in accordance with the Contract Documents, that all amounts have been paid by him for work, materials, and equipment for which previous Periodical Payments were issued and received from the Owner, and that the current payment shown herein is now due.

Contractor: A&M CONSTRUCTION AND UTILITIES

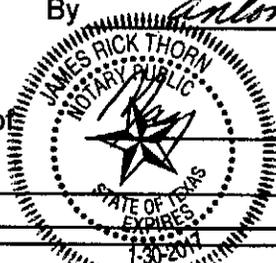
By *anton k...*

Date: 5/28/2014

Subscribed and sworn to before me this 28th day of _____, 20 14

Notary Public: _____

My Commission expires: 1/30/2017



Recommended for Payment by
[ENGINEER]

Approved for Payment by
[CITY INSPECTOR]

By _____
 Date _____

By _____
 Date _____

Approved for Payment by
[CITY ENGINEER]

By _____
 Date _____

**ATTACHMENT "A"
PAYMENT REQUEST
TABULATION OF VALUES FOR ORIGINAL CONTRACT WORK PERFORMED**

PROJECT: SKYLINE/OSAGE ALLEY AND SANITARY SEWER LINE REPLACEMENT
OWNER: CITY OF ROWLETT
CONTRACTOR: A&M CONSTRUCTION AND UTILITIES INC
ENGINEER: CITY OF ROWLETT

PROJECT NUMBER
2013-69

PAYMENT PERIOD FROM: 5/1/2014 **TO** 5/28/2014 **ESTIMATE NO.:** FINAL PAYMENT

ITEM NO.	DESCRIPTION OF ITEM	QUANTITY ORIGINAL ESTIMATE	UNIT OF MEASURE	UNIT PRICE	TOTAL CONTRACT AMOUNT	QUANTITY THIS ESTIMATE	COMPLETED FROM PREVIOUS ESTIMATE	Total Work Completed	BALANCE OF MATERIALS ON HAND	TOTAL VALUE OF WORK COMPLETED	% OF WORK COMPLETE
1	Replace Existing 6" clay Sew line with 8" pvc	1	LS	8,500.00	8,500.00		1.00	1.00		8,500.00	
2	Install 8" PVC Sewer Pipe	903	LF	38.25	34,539.75		903.00	903.00		34,539.75	
3	Install new manhole	3	EA	3,600.00	10,800.00		3.00	3.00		10,800.00	
4	Relocate existing sewer taps	21	EA	750.00	15,750.00		8.00	8.00		6,000.00	
5	Install 18" RCP Drainage Pipe	426	LF	51.00	21,726.00	0.00	426.00	426.00		21,726.00	
6	Install 3'x3' Type "H" Grate inlet	1	EA	2,600.00	2,600.00		1.00	1.00		2,600.00	
7	Tie in to existing Storm Drain line	1	EA	600.00	600.00		1.00	1.00		600.00	
8	Standard 10' Curb Inlet	2	EA	2,850.00	5,700.00		2.00	2.00		5,700.00	
9	8" Class "K" Concrete Street pavement	70	SY	110.00	7,700.00		76.53	76.53		8,418.30	
10	8" Class "C" Concrete Street pavement	500	SF	12.00	6,000.00		112.08	112.08		1,344.96	
11	"C" Concrete Alley approach	200	SY	90.00	18,000.00	0.00	143.82	143.82		12,943.80	
12	Remove of existing Concrete Pavement	1062	SY	10.50	11,151.00	0.00	1,062.00	1,062.00		11,151.00	
13	"C" Concrete Alley pavement	1054	SY	66.00	69,564.00		995.67	995.67		65,714.22	
14	Flex Base	1273	SY	25.00	31,825.00		1,273.00	1,273.00		31,825.00	
15	"A" Concrete sidewalk match existing width to 4 ft.	12	SY	55.00	660.00	0.00	106.22	106.22		5,842.10	
16	"C" Concrete Driveway	150	SY	84.00	12,600.00	0.00	211.36	211.36		17,754.24	
17	7" Class "K" Concrete Alley pavement using high early concrete	20	SY	84.00	1,680.00	0.00	0.00	0.00		0.00	
18	Trench Safety	612	LF	1.25	765.00	0.00	612.00	612.00		765.00	
TOTAL FOR PAGE / PROJECT										246,224.37	

**ATTACHMENT "B"
PAYMENT REQUEST
TABULATION OF VALUES FOR APPROVED CHANGE ORDERS**

PROJECT: _____ **PROJECT NUMBER** _____
OWNER: _____
CONTRACTOR: _____
ENGINEER: _____

PAYMENT PERIOD FROM: 5/1/2014 **TO** 5/28/2014 **ESTIMATE NO.:** FINAL PAYMENT

ITEM NO.	DESCRIPTION OF ITEM	QUANTITY ORIGINAL ESTIMATE	UNIT OF MEASURE	UNIT PRICE	TOTAL CONTRACT AMOUNT	QUANTITY THIS ESTIMATE	WORK COMPLETED FROM PREVIOUS ESTIMATE	BALANCE OF MATERIALS ON HAND	TOTAL VALUE OF WORK COMPLETED	% OF WORK COMPLETE
TOTAL FOR PAGE / PROJECT										

**ATTACHMENT "C"
PAYMENT REQUEST
TABULATION OF VALUES FOR MATERIALS ON HAND**

PROJECT: _____ **PROJECT NUMBER** _____
OWNER: _____
CONTRACTOR: _____
ENGINEER: _____

PAYMENT PERIOD FROM: 5/1/2014 **TO** _____ **ESTIMATE NO.:** FINAL PAYMENT

ATTACHMENT "A" OR "B" ITEM NO.	TOTAL SCHEDULED VALUE	NAME OF SUPPLIER	INVOICE NO.	TOTAL INVOICE AMOUNT THIS ESTIMATE	TOTAL STORED MATERIAL AT LAST PAY ESTIMATE	AMOUNT INSTALLED TO DATE	BALANCE OF MATERIALS ON HAND
TOTAL FOR PAGE / PROJECT							

ATTACHMENT "D"
PROJECT SUMMARY

PROJECT:	SKYLINE/OSAGE ALLEY AND SS LINE REPLACEMENT	PROJECT NUMBER
OWNER:	CITY OF ROWLETT	20136-69
CONTRACTOR:	A&M CONSTRUCTION AND UTILITIES INC	
ENGINEER:	CITY OF ROWLETT	

PAYMENT PERIOD FROM: 5/1/2014 **TO** 5/28/2014 **ESTIMATE NO.:** FINAL PAYMENT

CONTRACT TIME SUMMARY

Date of Notice to Proceed	1/15/2014	
Original Contract Duration	90	Days
Original Date of Contract Substantial Completion	4/15/2014	
Original Date of Contract Final Completion	4/15/2014	
Approved Time Extensions		Days
Current Contract Duration	90	Days
Current Date of Contract Substantial Completion	4/15/2014	
Current Date of Contract Final Completion	4/15/2014	
Days Charged to Project to Date	43	Days
Days Remaining in Contract	47	Days
Percent of Current Project Duration	0.48	%
Current Scheduled Completion Date	4/15/2014	
Project is (Ahead/Behind) Schedule		

CONTRACT COST SUMMARY

Original Contract Amount	\$ 260,160.75
Approved Change Orders	\$ -
Current Contract Amount	\$ 260,160.75
Contract Earnings to Date on Original Contract	\$ 246,224.37
Earnings on Approve Change Orders	\$ -
Materials on Hand	\$ -
Total Current Project Amount Earned	\$ 246,224.37
Percent of Contract Earned to Date	0.95 %
Retainage	\$ 24,622.44
Amount Paid to Date	\$ 221,601.93
Percent of Contract Paid to Date	0.85 %



CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS

PROJECT: <u>Skyline/Osage Alley and SS line Replacement</u>	PROJECT NUMBER: <u>20136-69</u>
OWNER: <u>City of Rowlett</u>	
CONTRACTOR: <u>A&M Construction and Utilities Inc.</u>	
ENGINEER: <u>C.G.</u>	

The Contractor, in accordance with the Contract Documents, hereby certifies that, except as listed below, all obligations for all materials and equipment furnished, for all work labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or his property might in any way be held responsible have been paid in full or have otherwise been satisfied in full.

EXCEPTIONS: (If none, write ANONE". The Contractor shall furnish a bond, acceptable to the Owner, for each exception.)

None

CONTRACTOR A&M Construction and Utilities Inc.

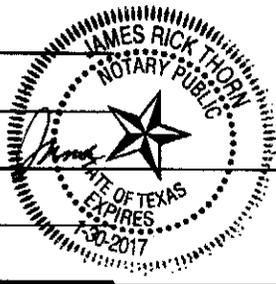
BY *[Signature]*

TITLE President

Subscribed and sworn to before me this 25th day of June, 2014.

Notary Public: *[Signature]*

My Commission Expires: 1/30/2017



Attachment A: Map: Skyline/Osage Alley





City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 7D

TITLE

Consider a resolution approving Change Order Number 1 to the contract with York Bridge Concepts, Incorporated in the amount of \$105,318.90 for upgrading the elevated boardwalk piers to non-treated timber for the Scenic Point Park Project and authorize the Mayor to execute the necessary documents.

STAFF REPRESENTATIVE

Jermel Stevenson, Director of Parks and Recreation
Tim Rogers, Director of Public Works

SUMMARY

Scenic Point Park is located in the northeast quadrant of Rowlett. The unique feature of this park is its location on the shoreline of Lake Ray Hubbard. It provides an excellent vantage point over the water and the adjacent Route 66 Bridge. A very special feature is the little beach on the north side of the spur formed by the old road. In fact, small alcoves with intimate viewing to the lake exist along the entire stretch of the park. On September 3, 2013, the City Council awarded the Scenic Point Park Project in the amount of \$445,289 for total base to York Bridge Concepts, Incorporated (RES-077-13) for demolition of a concrete parapet wall along Highway 66, construction of approximately 375 linear feet of 10' wide elevated boardwalk and post-construction protective coatings.

The purpose of this item is to authorize a change order totaling \$105,318.90 to use non-treated timber for the proposed elevated boardwalk as required by the City of Dallas Construction Permit.

BACKGROUND INFORMATION

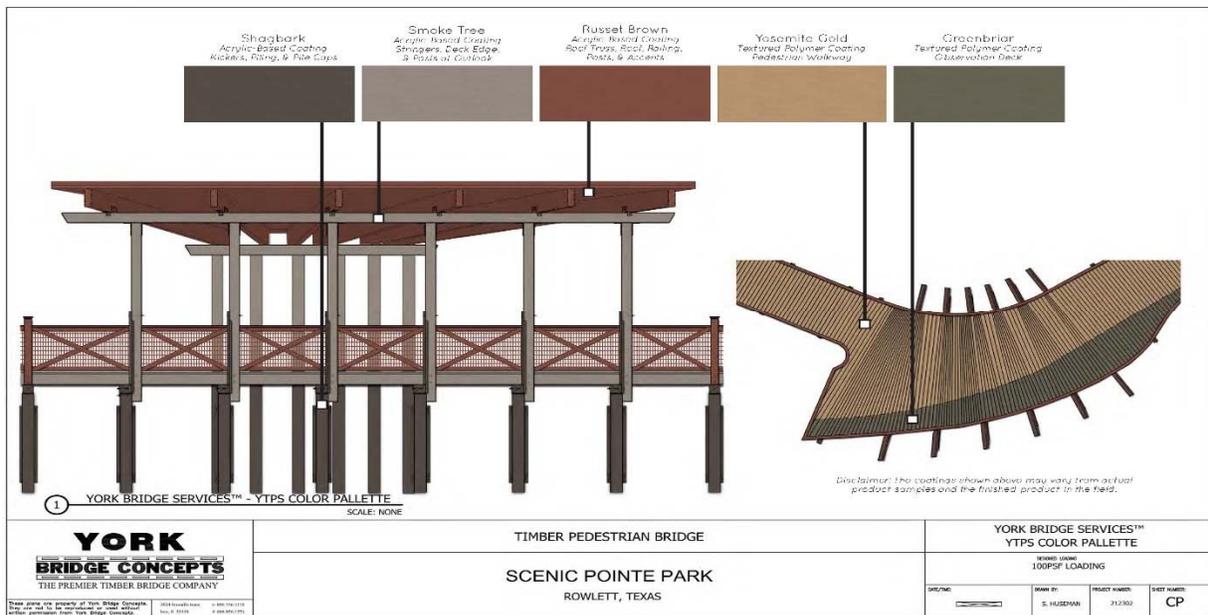
York Bridge Concepts Incorporated was issued a "Conditional" Notice to Proceed on January 21, 2014. The conditional notice to proceed was issued to allow York Bridge Concepts to design the portion of the bridge to gain approval from the City of Dallas for access to their property. Since this time, City staff and York Bridge have worked with the City of Dallas relative to Phase I of Scenic Park. Some of the related matters we have worked on with the City of Dallas included their need to review and verify the field notes for the park design. After the field notes were verified, the project plans were submitted to the City of Dallas Engineering Department and Purification East Division for review and approval.

DISCUSSION

The City of Dallas Construction Permit prohibits the use of treated wood. Treated wood is defined as wood treated by the impregnation (saturation) or application of chemical solutions or chemical mixtures for the purpose of retarding or preventing deterioration or destruction caused

by insects, fungi, bacteria or other wood destroying organisms. In addition, treated wood with chromated copper arsenate (CCA) was prohibited as well. The City of Dallas requires non-treated wood and a Contamination Prevention Plan, which proves the timber specified wouldn't cause any danger. York Bridge Concepts provided a design to the City of Dallas for the use of Greenheart Timber. The engineering plans were originally designed for 106 Southern Yellow Pine timber; however, the City of Dallas will not approve this timber due to it being treated and contaminated.

Greenheart Timber is a hardwood from South America. Due to its extraordinary resistance to water rot, Greenheart is the only untreated lumber used as pilings for docks and marinas. It lasts for decades in these conditions, immune to the damage from sun or saltwater that would destroy other species of lumber. The strength properties of Greenheart are exceptionally high, even for a wood of its great density. It is considered one of the strongest woods in the American tropics. In general, the timber is exceptionally hard, heavy, tough, strong and elastic. Greenheart also has very good weathering characteristics and excellent wearability under heavy use, plus it requires no treatment and it is three to four times stronger than pine or fir. In 1938, A.K. Armstrong with the Forest Products Laboratory wrote a book entitled "Greenheart: A Timber with Exceptional Qualities", which was published by the United States Department of Agriculture, which discusses the use of the Greenheart timber. After review of the engineering plans, Contamination Prevention Plan and Material Safety Data Sheets, the City of Dallas issued the Construction Permit for Scenic Point Park to use Greenheart timber for the elevated boardwalk.



FINANCIAL/BUDGET IMPLICATIONS

Change Order Number 1 is necessary in order to construct the elevated boardwalk with 106 non-treated timber pilings (Greenheart) as specified and approved by the City of Dallas. York Bridge Concepts has previous experience with this material and highly recommends it for construction. Due to the timber shipment from South America, an additional 120 calendar days

will be added to the contract for a total construction time frame of 280 calendar days. Below is a list of change orders to date for the Scenic Point Park Project:

Change Order	Date	Cost	Additional Days	Reason
1	08/05/2014	\$105,318.90	120	106 Greenheart Timber Pilings for the elevated boardwalk
	TOTAL	\$105,318.90	120	

Originally, Scenic Point Park had a project budget of \$705,000 with \$145,063 expended, leaving a remaining balance of \$559,644. The awarded construction amount is \$445,289 leaving a balance of \$114,355 in Project Code PK2100. Funds have been budgeted in the CIP for this project in Project Code/Account Number (PK2100/407-8201-521-80.02).

Budget Account Number and/or Project Code	Project Title	Approved Amount	Less Encumbered	Change Order Proposed Amount
407-8201-521-80.02/PK2100	Scenic Point Park	\$705,000.00	\$127,955.00	\$105,318.90
TOTAL		\$705,000.00	\$127,955.00	\$105,318.90

RECOMMENDATION ACTION

Staff recommends approving a resolution approving Change Order Number 1 to the contract with York Bridge Concepts Incorporated in the amount of \$105,318.90 for upgrading the elevated boardwalk piers to non-treated timber for the Scenic Point Park Project and authorize the Mayor to execute the necessary documents.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING CHANGE ORDER NUMBER ONE IN THE AMOUNT OF \$105,318.90 TO THE CONTRACT WITH YORK BRIDGE CONCEPTS, INCORPORATED FOR THE SCENIC POINT PARK PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett has been presented with Change Order Number 1 to the Scenic Point Park Project for installation of 106 Greenheart Timber Pilings; and

WHEREAS, upon full review and consideration of Change Order Number 1 in the amount of \$105,318.90, a copy of which is attached hereto and incorporated herein by reference as Exhibit A, the City Council of the City of Rowlett, Texas desires to approve Change Order Number 1 in the amount of \$105,318.90 to the Scenic Point Park Project contract to York Bridge Concepts, Incorporated and to authorize the execution of the necessary documents attached hereto and incorporated herein by reference as Exhibit A.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City Council of the City of Rowlett does hereby approve Change Order Number 1 to the Scenic Point Park Project in the amount of \$105,318.90 to the Scenic Point Park contract to York Bridge Concepts, Incorporated resulting in a new contract balance amount of \$550,607.90.

Section 2: The City of Rowlett does hereby authorize the Mayor to execute Change Order Number 1, attached hereto and incorporated herein by reference as Exhibit A, and does further hereby authorize the issuance of appropriate change order purchase orders conforming to this resolution.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENT

Exhibit A – Change Order Number 1



CHANGE ORDER

	Initial	Date
CM	_____	_____
CFO	_____	_____

YBC CHANGE ORDER #: 212302 A DATE: June 13, 2014
 PROJECT NAME & LOCATION: Scenic Point Park Rowlett, TX
 CONTRACTOR/OWNER: Owner Email: Sherrelle Diggs
 AUTHORIZED FIELD C/O REP: Sherrelle Diggs
 YBC REGIONAL SALES MANAGER: Titus Edwards
 CHANGE ORDER ORIGINATOR: Chris Rawlins

Contractor/Owner's Representative: by this Change Order, said representative authorizes all adjustments in work, quantity and price as stated below.

Item	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001	<p>This change order is being submitted as an addendum to YBC Project No. 212302. This change order has been brought about due to the sensitive site conditions at the edge of Lake Ray Hubbard owned by the City of Dallas, TX. With Lake Ray Hubbard being a source of drinking water for Dallas, TX, the following piling upgrade is required in order to keep the lake from being contaminated with potentially harmful chemicals.</p> <ul style="list-style-type: none"> Upgrading all 106 Southern Yellow Pine timber pilings to the Greenheart species. A species of timber which is specific for having resistance to attack by decay fungi, marine borers and termites. Due to the density of these South American timbers, they are impermeable to preservative treatments. 	106	\$ 950.00	\$100,700.00
002	<ul style="list-style-type: none"> Upgrading all timber (less pilings) to an environmentally safe preservative treatment (MCA). A treatment for lumber which has been proclaimed as equivalent in resistance to decay fungi and termites, along with substantially less irritation to skin and minimal environmental impacts. <p>Note: Procurement times for importing, producing and transporting South American Greenheart pilings will impact the construction timeframe. ***An additional 120 days will be applied to the commencement of work timeframe upon receipt of a written Notice to Proceed. Therefore, YBC will be expected to start work within 150 days after the NTP is received.***</p>	1	\$ 4,618.90	\$4,618.90
TOTAL:				\$105,318.90

Original contract amount	\$445,289.00
Change Order 212302 A	\$105,318.90
Revised Contract Amount	\$550,607.90

* This Change Order is governed by all of the conditions contained in York Bridge Concepts Contract dated: 1/21/2014
 * Price quoted is good for ten (10) days.
 * Payment to be as per original contract (unless otherwise negotiated).

YBC AUTHORIZED REPRESENTATIVE _____ DATE _____ AUTHORIZED CITY OF DALLAS/CITY OF ROWLETT REP. _____ DATE _____



City of Rowlett Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 7E

TITLE

Consider action to approve a resolution for contract renewals of employee benefits for Fiscal Year 2015 to Aetna in the estimated amount of \$146,292 for Third Party Administration Medical Services; to Aetna for Individual and Aggregate Stop Loss Insurance in the amount of \$420,760; to Aetna for Section 125/Cafeteria Plan Administration in the estimated amount of \$12,736; to Special Insurance Services, Inc. for GAP insurance in the estimated amount of \$170,491; to Delta Dental for dental insurance in the estimated amount of \$216,558; to SunLife for life accidental death insurance, optional life and accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$60,420; to Block Vision for optional vision insurance in the amount of \$26,706, and authorizing the City Manager to execute all necessary documents.

STAFF REPRESENTATIVE

John Murray, Director of Human Resources & Risk Management

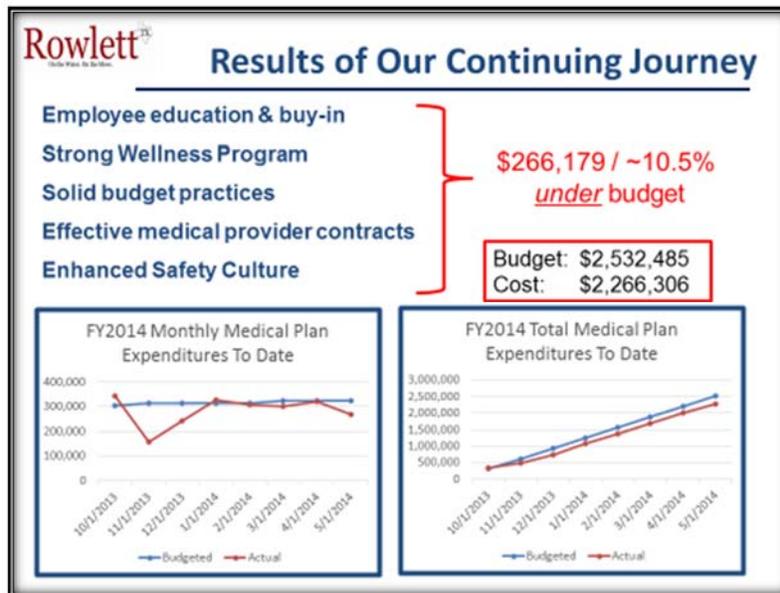
SUMMARY

Each year, as part of the fiscal year budget review and approval process, Staff proposes the required funding levels necessary to support the City's comprehensive medical plans (medical, dental, GAP, vision, etc.) for inclusion in the following year's budget.

BACKGROUND INFORMATION

Each year, the City Council approves employee benefit contracts for the upcoming fiscal year. As part of this review and discussion, Staff will highlight trends in plan performance, illustrate City-sponsored activities conducted in order to improve overall employee health and wellness, and highlight program successes from the past year(s).

Staff presented an update to Council on July 8, 2014. In that presentation, we highlighted the overall program successes we've had throughout FY2014 that, collectively, enabled the City to maintain an expense rate of over \$250,000 below FY2014 budget projections. These programs include the plan performance of our medical benefits packages, diversity of our Wellness Accountability Program, and a dramatic decrease in safety incidents and costs associated with our Workers' Compensation Program.



DISCUSSION

To begin, we will not pursue changes to our current benefits providers this fiscal year. However, nationwide increases in healthcare costs, which affect the local marketplace will generate an 8.5 percent increase in costs for both the City and its employees this year.

The City of Rowlett is entering its fourth year since transitioning to a partial self-funded insurance approach. The transition to partial self-funding has resulted in increased employee education concerning their health care options, which, in turn, has resulted in a commitment to keeping rising medical costs down. Of particular note is the fact that we have seen a six percent (6%) **decrease** in Per Capita (individual) Claims over the last 12 months (LTM) and a five percent (5%) **decrease** in Per Capita (individual) Total Plan Cost. This is a reversal of last year's statistics, which actually reflected **increases** in both categories.

We are confident these successes are direct results of a combination of factors, not the least of which include:

- ✓ Increased employee education on fiscally responsible healthcare and pharmacy options.
- ✓ Use of healthcare advisors with respect to procedures, hospital facilities and billing.
- ✓ An active, effective and versatile Wellness Accountability Program.
- ✓ An active, effective and deliberate Safety Program.*

*Note: While safety/Workers' Compensation issues are not included in our core medical package, they do directly impact employee capabilities and absenteeism.

Our Mission is *Building a Culture of Wellness and Creating Educated Consumers of Healthcare*. As a result, we have experienced impressively positive results. For example, our employees have responded exceptionally well to our push to utilize "in-network" doctors and to seek generic pharmacy substitutions in lieu of costly name brand drugs. We emphasize this commitment, and

provide up-to-date statistics, at our quarterly Employee Stakeholder Meetings or other information sharing venues.

Rowlett
Older Plans In Service

Our Continuing Journey

How do we keep costs down?

In-Network Claims	Current: 93.4%	
Through Mar 30, 2014	Last Year: 95%	

✓ For yourself...and your families!

Generic Drug Substitution	Current: 97.7%	
Through Mar 30, 2014	Last Year: 96.6%	

✓ Our pharmacy usage rate/total costs are going up...but our overall medical costs are going down!

Early detection / preventive treatment is working!!

The City continues to realize outstanding results in terms of both employee support and tangible cost savings through its partnership with Compass. Compass is an employee benefit advocacy firm that assists our employees and their dependents in understanding their benefits as well as assisting them in becoming educated consumers of our health plan. Since forging this partnership in October, 2012, the City and its employees have collectively saved over \$350,000—a number that continues to rise each month!

Rowlett
Older Plans In Service

Compass

Jan 1, 2014 – July 1, 2014				
Employees	Solutions	Claim Cost Savings	Productivity Cost Savings	Total Savings
66	137	\$44,785	\$12,021	\$56,806

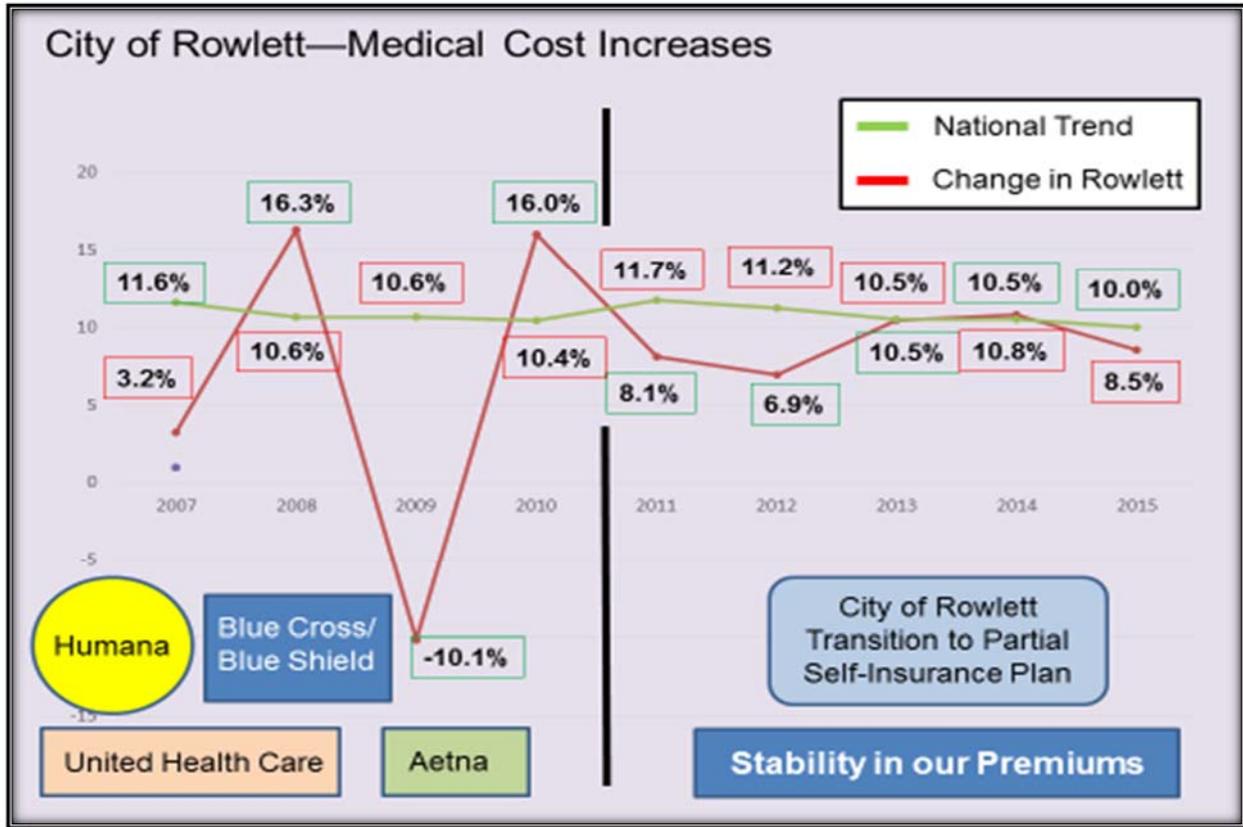
October 1, 2012 – March 31, 2014 (Total since we partnered)				
Employees	Solutions	Claim Cost Savings	Productivity Cost Savings	Total Savings
151	556	\$299,799	\$59,219	\$359,018

Compass works as a liaison between our employees and the medical community by advocating for the best and most cost effective services. The services provided by Compass range from providing:

- Unbiased doctor recommendations based on employee's needs
- Hospital cost and quality information
- Medical bill review and reconciliation
- Cost information for various medical procedures
- Scheduling services for doctor's appointments; and
- Pharmaceutical substitutions and cost reduction information

The City's decision to become partially self-insured was intended to address spiraling health care costs and promote wellness. This strategy gives the City the ability to gain greater access to population-specific claim detail, which provides increased ability for medical case management and cost containment. This information plays an integral role in the development of a sound wellness program, which is essential to maintaining a healthy workforce, reducing absenteeism, and mitigating increasing health and prescription drug costs.

We're also confident that the successes we are seeing in our plan performance are directly tied to stability in our medical benefits providers. Past decisions to stabilize our annual rate and plan changes have dramatically reduced the turmoil associated with changing plans every year. As you can see from the chart below, since 2007, the City has been with Humana, Blue Cross/Blue Shield, United Healthcare and Aetna. This resulted in huge spreads between years and, in some cases, even bigger increases were proposed. However, the City made changes to its plans to reduce those proposed increases. Since the City moved to its own partial self-insurance, the annual rate of increase has somewhat evened out and, in some cases, resulted in costs lower than that of national trends. As mentioned, we were able to slow the rate of increase this year to 8.5 percent versus a 10.8 percent increase last year.



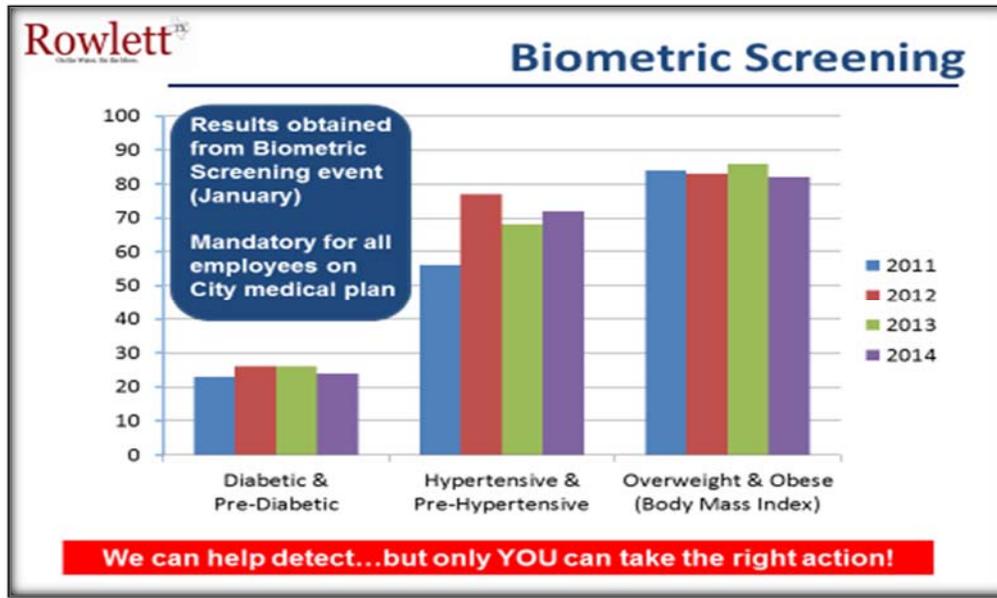
Strategy for Fiscal Year 2015

Our Mission is *Building a Culture of Wellness and Creating Educated Consumers of Healthcare*. For FY2014, this means continuing to evolve strategies around our wellness and plan performance objectives. This includes offering Biometric Screenings and annual physicals, and providing education and fitness classes, such as the *Live Healthy America Challenge* and *Step Into Summer* programs. These programs continue to pay off, and we continue to seek better ways to generate results. As you'll see in the next slide, City employees have lost over 3,300 pounds over the past four years through our 100-Day and Live Healthy Challenges.



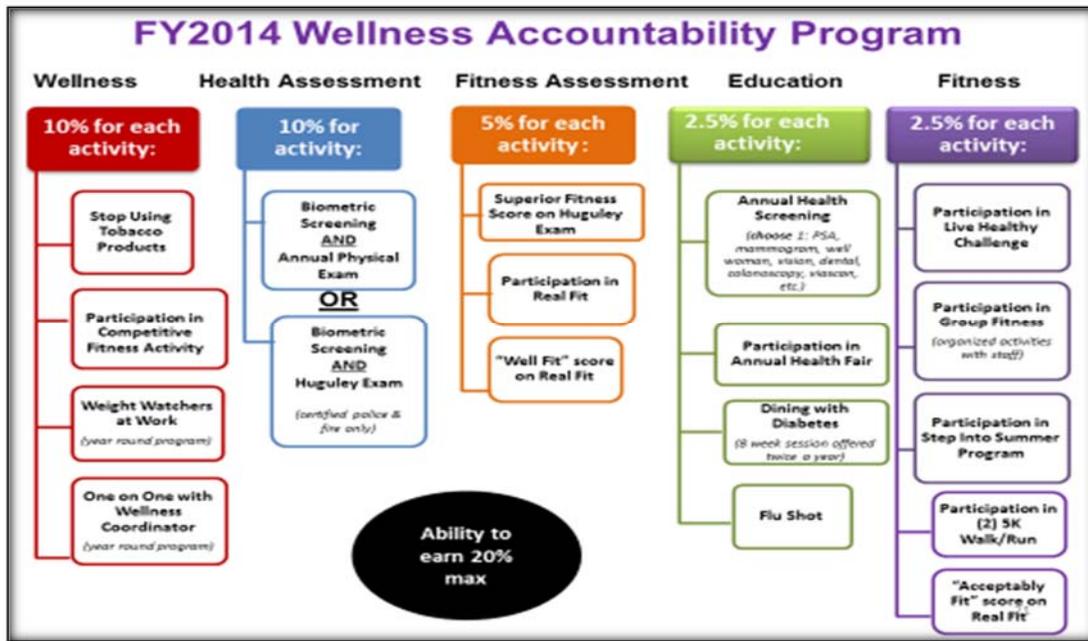
Certainly, we have our challenges. High employee turnover rates (18% and 19% over the past two years) have made comparative measurement of employee health a moving target. Still, the cumulative data that we have received over the past four years with respect to levels of overweight/obesity, degrees of hypertension (blood pressure/stress), and high probability of diabetes, provide us with strategic targets at which to focus many of our wellness initiatives.

The chart below illustrates the measurements we track in these categories. Note that we were able to reduce our “Overweight & Obese” rate by 4 percent, meeting our FY2014 goal. We also reduced our “Diabetic & Pre-Diabetic” rate by 4 percent. However, we did see an increase in our “Hypertensive & Pre-hypertensive” rate—up to 72 percent of our employees. While we do make completing Biometric Screening mandatory for all employees on the City’s medical plan, we do not receive individual scores. In any case, our objective is to tackle these issues head-on.

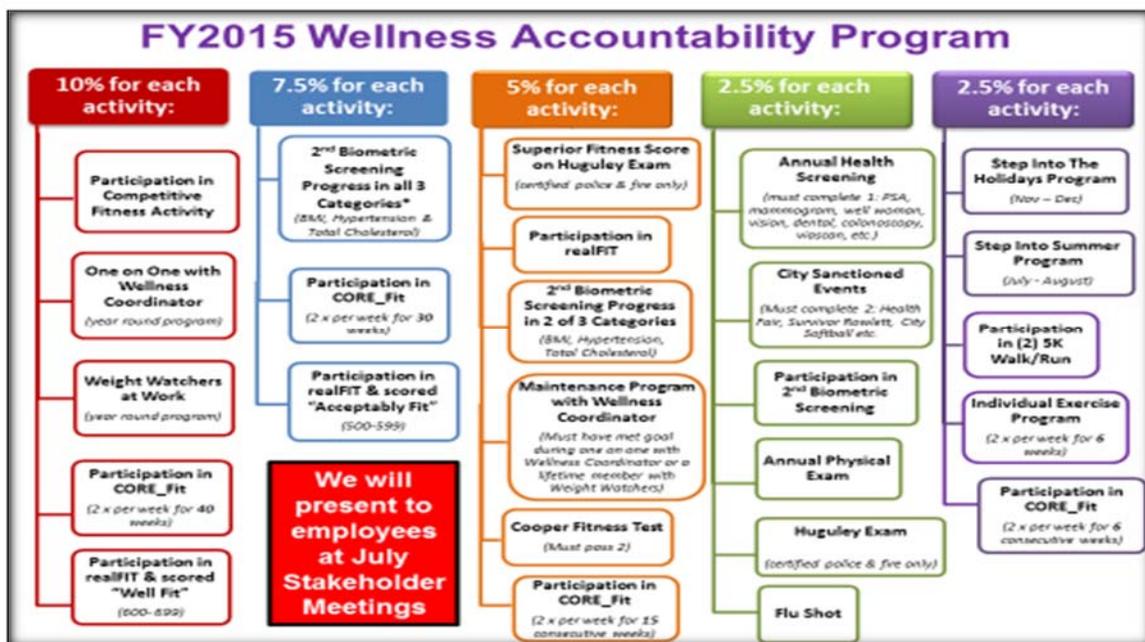


Based on a combination of Biometric Screening results (cumulative health and wellness data), the inputs of employees through their Department's WAP representatives (employee desires), and as verified through participation levels in each event, the WAP Committee designed and implemented a dynamic program geared towards improving health and wellness, and facilitating lifestyle changes.

The City implemented its WAP at the beginning of FY2013. In FY2014, the plan was modified to allow more flexibility in choice of activities and to add/change programs throughout the year. In all, employees on the City's medical plan were required to earn 20 percentage points to satisfy the full year requirement. Those who did not fulfill the requirement incurred higher medical premium costs (proportional to the amount of percentage points they did earn). The chart below illustrates the type and percent values of those programs.



Changes to the FY2015 program were presented to our employees via a series of Employee Stakeholder Meetings at the end of July 2014. We will still offer maximum flexibility to employees, and will offer even more choices of elective options which, incidentally, are "Low Cost/No Cost" events. The FY2015 program, however, will be more robust as new activities have been added that specifically target the Biometric Screening elements.



Open Enrollment for the WAP will coincide with Open Enrollment for our medical package elections. We will conduct Open Enrollment from Aug 19-31, 2014.

FINANCIAL/BUDGET IMPLICATIONS

In FY2014, the City budgeted \$3,285,318 for the Employer contribution to medical insurance. For FY2015, we have included \$3,525,361—a 7.3 percent increase (\$240,043) for the City's portion.

Additional cost increases reflected below (which include administrative costs and the implementation of the Health Care Reform Act) were generated through an increase in employee (and dependent) enrollment in one of the City's medical plan offerings. In FY2014, the City estimated \$9,961 per employee (330 insured) for our Employer Contribution. This year, we have estimated \$10,466 per employee (341 insured), further contributing to this moderate increase.

These overall budget projections includes expected claims, Third Party Administration costs, Stop Loss Premiums, Wellness Initiatives and other medical plan specific line items. As we have done for the past four years, the City will share the renewal increase with employees. Therefore the City's rates will increase by 8.5 percent and the employees' rates will also increase by 8.5 percent.

Expenses	Adopted FY2014	Proposed FY2015	\$ Change	% Change
Total claims + IBNR	\$3,227,184	\$3,389,882	\$162,698	5.0%
Administration	138,484	146,292	7,808	5.6%
Stop loss premiums	380,815	420,760	39,945	10.5%
Gap Plan contributions	157,868	170,491	12,623	8.0%
Compass	18,000	18,000	-	0.0%
HCR Reinsurance Fee	n/a	44,352	44,352	0.0%
Total plan expenditures	3,922,351	4,189,777	267,426	6.8%
Other (wellness, etc)	147,746	147,746	-	0.0%
Total	\$4,070,097	\$4,337,523	\$267,426	6.6%

Note: Costs associated with employee benefits are based on projections regarding the specific plan employees choose and may change after the open enrollment is completed in mid-September.

Dental and Other Benefit Lines

The Dental Rates increased by 5.9 percent and 7.5 percent for the DMHO and DPO plans respectively. IPS advisors secured long-term rate guarantees in previous years for Basic Life, AD&D, Long-term Disability, Optional Vision, and optional short-term disability. These policies will remain flat for the 2015 plan year due to rate guarantees.

Vendor	Adopted FY2014	Proposed FY2015	\$ Change	% Change
Dental (Stay w/Delta Dental)	\$206,685	\$216,558	\$9,873	4.8%
Basic Life and AD&D (Rate Guarantee w/ SunLife)	27,273	27,273	-	0%
Long-term Disability (Rate Guarantee w/ SunLife)	2,360	2,360	-	0%
Optional Short-term Disability (Rate Guarantee w/ SunLife)	n/a	n/a	n/a	n/a
Optional Vision (Rate Guarantee w/ Block Vision)*	n/a	n/a	n/a	n/a
Section 125 – FSA/DCA administration (Rate Guarantee w/ Aetna)	9,594	9,594	-	0%
GAP coverage (stay with Special Insurance Services)	162,372	170,491	8,119	5.0%
Total	\$408,284	\$426,276	\$17,992	4.4%

Notes:

1. *Costs associated with employee benefits are based on projections regarding the specific plan employees choose and may change after the open enrollment is completed in mid-September.*
2. *All optional benefits premiums are paid 100% by employees with no employer contribution.*

RECOMMENDED ACTION

Staff recommends the City Council approve the renewal of contracts of employee benefits for Fiscal Year 2015 to Aetna in the estimated amount of \$146,292 for Third Party Administration Medical Services; to Aetna for Individual and Aggregate Stop Loss Insurance in the amount of \$420,760; to Aetna for Section 125/Cafeteria Plan Administration in the estimated amount of \$12,736; to Special Insurance Services, Inc. for GAP insurance in the estimated amount of \$170,491; to Delta Dental for dental insurance in the estimated amount of \$216,558; to SunLife for life accidental death insurance, optional life and accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$60,420; to Block Vision for optional vision insurance in the amount of \$26,706, and authorizing the City Manager to execute all necessary documents.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING CONTRACT RENEWALS OF EMPLOYEE BENEFITS FOR FISCAL YEAR 2014-2015 TO AETNA IN THE ESTIMATED AMOUNT OF \$146,292 FOR THIRD PARTY ADMINISTRATION MEDICAL SERVICES; TO AETNA FOR INDIVIDUAL AND AGGREGATE STOP LOSS INSURANCE IN THE AMOUNT OF \$420,760; TO AETNA FOR SECTION 125/CAFETERIA PLAN ADMINISTRATION IN THE ESTIMATED AMOUNT OF \$12,736; TO SPECIAL INSURANCE SERVICES, INC. FOR GAP INSURANCE IN THE ESTIMATED AMOUNT OF \$170,491; TO DELTA DENTAL FOR DENTAL INSURANCE IN THE ESTIMATED AMOUNT OF

\$216,558; TO SUNLIFE FOR LIFE AND ACCIDENTAL DEATH INSURANCE, OPTIONAL LIFE AND ACCIDENTAL DEATH INSURANCE, LONG-TERM DISABILITY AND OPTIONAL SHORT-TERM DISABILITY IN THE ESTIMATED AMOUNT OF \$60,420; TO BLOCK VISION FOR OPTIONAL VISION INSURANCE IN THE AMOUNT OF \$26,706; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS.

WHEREAS, it is necessary to provide employee group medical, dental, life and disability insurance to City employees; and

WHEREAS, the City has complied with the requirements of law regarding the solicitation of bids and proposals; and

WHEREAS, the Purchasing Division obtained competitive bids for the Health and Welfare Benefit Programs which resulted in the selection of and multi-year contractual relationships with the City's current medical program carriers as per Bid # 2013-64 and in accordance with the Texas Local Government Code; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award various proposals for medical, supplemental medical, dental, basic life and accidental death, optional (voluntary) life and accidental death, core/buy long-term disability and voluntary short-term disability, employee assistance program, optional vision insurance, and educated consumerism services.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City Council of the City of Rowlett does hereby approve and award contracts to Aetna in the estimated amount of \$146,292 for Third Party Administration Medical Services; to Aetna for Individual and Aggregate Stop Loss Insurance in the amount of \$420,760; to Aetna for Section 125/Cafeteria Plan Administration in the estimated amount of \$12,736; to Special Insurance Services, Inc. for GAP insurance in the estimated amount of \$170,491; to Delta Dental for dental insurance in the estimated amount of \$216,558; to SunLife for life accidental death insurance, optional life and accidental death insurance, long-term disability and optional short-term disability in the estimated amount of \$60,420; and to Block Vision for optional vision insurance in the amount of \$26,706.

Section 2: That the City Manager is hereby authorized to execute the necessary agreements pursuant to the awards granted herein.

Section 3: This resolution shall become effective immediately upon its passage.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 7F

TITLE

Consider action to approve a resolution to contract with Stonebridge Veterinary Hospital of Rowlett to provide veterinary services for the Rowlett Animal Shelter for an estimated amount not to exceed \$52,402.

STAFF REPRESENTATIVE

Lt. Marvin Gibbs, Community Services Commander
Maria Martinez, Interim Animal Services Manager

SUMMARY

The purpose of this item is to approve Stonebridge Veterinary Hospital of Rowlett as the provider of veterinary services for the Rowlett Animal Shelter. The Rowlett Animal Shelter utilizes the services of a licensed veterinarian to spay and neuter all dogs and cats that are adopted, provide wellness exams of impounded animals, administer preventative vaccines or medical treatment when necessary, and conduct shot clinics at the shelter.

BACKGROUND INFORMATION

The City of Rowlett entered into an agreement with Four Paws Animal Hospital on March 1, 2013, after the departure of our long-time veterinarian, Dr. David Shirley. Four Paws Animal Hospital chose to discontinue veterinary services at the Rowlett Animal Shelter on March 1, 2014.

City Staff began the process of seeking a new veterinarian on or about March 1, 2014. Contact was made with local veterinarians to gauge their interest in providing interim veterinary care for the Rowlett Animal Shelter. Dr. Jennifer Kapp with Noah's Ark Pet Hospital and Dr. Kurt Avery with Stonebridge Veterinary Hospital responded. City Staff utilized both interested veterinarians for a period of time to determine their quality of care, availability and best fit for the Rowlett Animal Shelter.

The Request for Qualifications for City of Rowlett Animal Shelter Veterinary Services was published on May 1, 2014. City Staff received two responses from Dr. Jennifer Kapp with Noah's Ark Pet Hospital and Dr. Kurt Avery with Stonebridge Veterinary Hospital. Individual interviews were held on May 27, 2014.

DISCUSSION

Though veterinary care is a professional service and does not typically require Council approval unless it will or is expected to exceed \$50,000. The Rowlett Animal Shelter has had an outstanding live release rate that continues to improve. The cost of veterinary care is a necessary requirement in order to save animals. The veterinary care at the shelter includes sterilization of

all adopted animals (as required by law), wellness exams of impounded animals, administering preventative vaccines or additional medical treatment, when necessary. In addition, the veterinarian provides valuable guidance and instruction to shelter employees for animal care.

As detailed in the table below, an increase in animal health services correlates to an increase in live release rates:

Fiscal Year	Actual Expenditure	Live Release Rate
2011	\$42,721	72%
2012	\$49,026	81%
2013	\$51,019	94%

Stonebridge Veterinary Hospital was selected through the RFQ process as the new provider for animal health services. Stonebridge is a local veterinary hospital, which is convenient and a City of Rowlett business. Stonebridge will be performing surgeries at their clinic and vet examinations at the shelter. An agreement has been reached where the shelter will no longer be required to directly purchase veterinary medicine. All veterinary medicine will be provided by Stonebridge on an as needed basis.

FINANCIAL/BUDGET IMPLICATIONS

Funding in the amount of \$52,402 was approved in the Animal Services FY2013-14 budget for animal health services. This amount is designated for the services provided by the shelter veterinarian, veterinary medicine and supplies, such as vaccinations, surgery equipment, flea/tick treatment, and diagnostic tests for vet examinations. The proposed amount is an estimation and can vary based on animal population and adoptions.

Budget Account Number and/or Project Code	Account or Project Title	Budget Amount	Proposed Amount
101-3212-470-7113	Animal Health Services	\$ 52,402	\$ 52,402
Total		\$ 52,402	\$ 52,402

RECOMMENDED ACTION

City Staff recommends Council approve Stonebridge Veterinary Hospital of Rowlett as the provider of veterinary services for the Rowlett Animal Shelter for a three-year term with three, one-year options for renewal, provided both parties are in agreement.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING AN AGREEMENT WITH STONEBRIDGE VETERINARY HOSPITAL TO PROVIDE VETERINARY SERVICES FOR THE ANIMAL SHELTER; AUTHORIZING THE CITY MANAGER TO ENTER INTO THE AGREEMENT ON THE CITY'S BEHALF; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the City to engage the services of a licensed veterinarian to provide treatment and services for animals at the City's animal shelter; and

WHEREAS, staff has negotiated a proposed agreement with Stonebridge Veterinary Hospital of Rowlett to provide veterinary services for animals at the shelter, which the Council finds and determines to be in the best interest of the health, safety and welfare of the City.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City Council of the City of Rowlett does hereby approve the Agreement with Stonebridge Veterinary Hospital of Rowlett, a copy of which is attached hereto and incorporated herein as Exhibit "A".

Section 2. That the City Council does hereby authorize the City Manager to execute the Agreement on the City's behalf, after approval by the City Attorney, and to issue purchase orders and any other associated documents pursuant hereto.

Section 3: This resolution shall take effect immediately upon its passage

ATTACHMENT

Exhibit A – Agreement with Stonebridge Veterinary Hospital of Rowlett.

AGREEMENT FOR VETERINARY SERVICES

This Agreement is effective on the date set forth below and is between the **City of Rowlett, Texas**, referred to as (“**CITY**”) and **Stonebridge West, PLLC, d/b/a Stonebridge Veterinary Hospital**, referred to as (“**CONTRACTOR**”), for veterinarian services under the following terms and conditions:

1. **Services to be performed:** Services to be performed by **CONTRACTOR** shall generally entail providing professional veterinarian services at the Animal Services Shelter. These services shall include but are not limited to examining, evaluating, diagnosing, treating, vaccinating, and performing sterilization procedures as needed. **CONTRACTOR** may occasionally be required to perform euthanasia, provide training to staff, and give professional advice, expert testimony, and/or information to City Council, City Manager, citizens, boards, and in court proceedings. The services to be performed by **CONTRACTOR** shall be provided in the capacity of a licensed veterinarian and in a good and workmanlike manner and at least in accordance with industry standards.
2. **Veterinary Technician:** The **CONTRACTOR** shall provide a veterinary technician to assist with the anticipated veterinarian services and shall be responsible for all requisite costs, including, but not limited to insurance, taxes and other fees associated with the veterinary technician.
3. **Scope of services:** The **CONTRACTOR** shall be responsible for performing veterinary services for the Animal Shelter which may include but are not limited to the following as applicable:
 - a.) On specified days, perform spay or neuter procedures on animals that are of different sizes, sexes, temperaments and ages
 - b.) Examine, evaluate, diagnose and treat animals that are of different sizes, sexes, temperaments and ages
 - c.) Administer vaccines and/or prescribes medicine as appropriate
 - d.) Implant Micro-chip or place a tattoo on all animals that were rendered sterile
 - e.) Implement and oversee medical treatment protocols for sick and/or injured animals
 - f.) Prescribe and/or perform euthanasia
 - g.) Provide staff training regarding animal husbandry, sanitation and disease control
 - h.) Input diagnostic notes and care instructions into computer for each animal treated
 - i.) Requisition of and maintain controlled drugs in accordance with state and federal laws
 - j.) Assist Animal Services Manager in the requisition of and maintaining the appropriate amount of veterinary supplies and medicines
 - k.) Provide input to the Animal Services Manager regarding new programs and procedures
 - l.) Host shot clinics at the Animal Shelter

- m.) Observe any animals placed in quarantine to insure that the animal has not contracted rabies and sign a quarantine release form for each animal
 - n.) Participate in special events and/or clinics at the animal shelter and be available to attend meetings, or engage the public on animal health issues
 - o.) Perform elective surgeries at Stonebridge Veterinary Hospital (or other appropriate medical facility) one to two days per week
 - p.) Provide and participate in wellness checks at the City's shelter
 - q.) Perform other veterinarian services as needed that were not anticipated.
4. **Term and termination:** This Agreement shall be for a three year term beginning on **August 5, 2014**, with three one-year options for renewal, provided both parties are in agreement.
- a.) Either party may terminate this agreement with or without cause on thirty (30) days' written notice.
 - b.) Upon the completion of the designated term, the **CITY** may initiate a request for extension for this or other projects. The parties reserve the right to review the terms of any extension and make any adjustments in terms or compensation that may be required at that time, provided both parties agree in writing.
5. **Compensation:** In consideration of the services to be performed herein, the **CONTRACTOR** will bill at the following rates: The **CITY** will compensate the **CONTRACTOR \$70.00** per hour for services provided by a licensed veterinarian and \$15.00 per hour services provided by **CONTRACTOR'S** veterinary technician. This cost is inclusive of **CONTRACTOR'S** insurance, travel, transportation, administrative overhead and profit. **CONTRACTOR** shall also be compensated for any additional services described in Exhibit "A", attached hereto and incorporated herein, at the rates set forth therein. **CONTRACTOR** will bill the **CITY** weekly for these services unless otherwise mutually agreed by the parties. Payment terms for these described services shall be "net 30 days".
6. **Reimbursement of expenses:** **CONTRACTOR** shall be responsible for all hotels, travel and mileage related expenses incurred by the **CONTRACTOR**, unless approved in advance by the **CITY**, while performing this agreement. All such claims for reimbursement shall be subject to the review and scrutiny of the **CITY**. However, the **CITY** shall not reimburse **CONTRACTOR** for costs or expenses associated with employees, subcontractors, or other personnel hired by the **CONTRACTOR** to perform **CONTRACTOR'S** duties under this agreement.
7. **Independent Contractor:** The **CONTRACTOR** is not and shall not be deemed to be an employee of the **CITY** for any reason. The **CONTRACTOR** shall be responsible for taxes, withholdings, insurance, and other charges against monies paid to the **CONTRACTOR**. Although the **CONTRACTOR** may be required to perform veterinarian services during specified hours, the **CONTRACTOR** shall be responsible for the manners and means of his/her performance and may employ, at his/her sole expense, such subcontractor, employees or other personnel, with the **CITY'S** prior express approval, deemed necessary or appropriate by the **CONTRACTOR** to fulfill his/her obligations under this agreement. Other than reimbursement for expenses under this agreement, the **CONTRACTOR** shall not earn or be entitled to

additional compensations including but not limited to overtime pay. The CONTRACTOR may be covered by the City’s Liability Insurance for the work he/she performs.

- 8. **Insurance coverage:** The **CONTRACTOR** agrees to provide automobile insurance to the extent that the **CONTRACTOR** drives his/her personal vehicle to project or job site or to otherwise accomplish the assigned duties as defined by the **CITY**. The **CONTRACTOR** shall provide workers compensation insurance for **CONTRACTOR’S** employees who provide services to the **CITY** under this agreement. The **CONTRACTOR** shall be responsible for maintaining his/her own errors & omission/malpractice insurance.
- 9. **Suitability of Conditions:** **CONTRACTOR** shall be responsible for the manner and means of performance and may employ at its sole expense such subcontractors, employees or other personnel deemed necessary or appropriate by **CONTRACTOR**. The use of **CITY** facilities and the locations at which **CONTRACTOR** may provide services are accepted by the **CONTRACTOR AS IS** and **WITH ALL FAULTS**, and the City makes no representation or warranty of any kind or nature as to the suitability of any **CITY** property or facility.
- 10. **Indemnification:** **CONTRACTOR** agrees to indemnify, hold harmless and defend the **CITY** from and against any claims, damages, losses or liabilities arising from negligent or willful misconduct of **CONTRACTOR**.

EXECUTED on the ____ day of July, 2014.

**AVERY VETERINARY SERVICES, PLLC,
d/b/a Stonebridge Veterinary Hospital**

By _____
Kurt H. Avery, Manager

CITY OF ROWLETT, TEXAS

By _____
Brian Funderburk, City Manager



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 7G

TITLE

Consider a resolution authorizing final acceptance of an access, water, sewer, and drainage easement associated with 5000 Lakeview Parkway, being an unplatted 1,762 square-foot portion of Tract 14.1, Page 886 from the Thomas Lumley Survey Abstract No 789, Dallas County, Texas.

STAFF REPRESENTATIVE

Garrett Langford, Principal Planner

SUMMARY

The easement by separate instrument is required for a new development. The developer, Premier Vet Care, and the property owners, Greenway Liberty Grove L.P. (Greenway), have worked out an arrangement for shared internal access ways between property owners. As the City is the “grantee” on the easement, approval by City Council is required to accept the easement.

BACKGROUND INFORMATION

The easement is for a future internal access way associated with a proposed development on a 0.86-acre property located at 5100 Lakeview Parkway. The property is located to the southeast of the President George Bush Turnpike and Lakeview Parkway/SH66 (Attachment 1 – Location Map), and retains a zoning designation of General Commercial/Retail (C-2). The developer of Premier Vet Care is proposing to construct a new 4,000 square-foot veterinary clinic on the 0.86-acre property adjacent to the recently constructed Discount Tire (Attachment 2 – Site Plan).

The separate instrument is required as the internal access ways will be shared between Premier Vet Care and the property owners, Greenway Liberty Grove L.P. (Greenway), of 5000 Lakeview Parkway. If the entire site was developed and platted at the same time, then this would pose no issue, as the easement would be shown on the plat and could be accepted through the platting approval process. Half of the easement is to the south of the Premier Vet Care site and will not be within the property being platted at this time (Attachment 3 – Pending Plat). As a result, the easement located outside of the property that is being platted has been dedicated through a separate instrument.

This easement by separate instrument gives the right to Premier Vet Care to build the access and fire lane as well as the right to access it by the City and the public. It also allows for the installing, operating, repairing and maintaining water, sewer, drainage, and public utilities. There are also private drainage easements between Premier Vet Care and Greenway that have been filed, which do not require City Council approval as they are between the two private parties (Attachment 3 – Drainage easements).

The recording information for the separate instruments has been placed on the pending plat to ensure they are documented. The Planning and Zoning Commission will not act on the plat until the access easement by separate instrument is accepted by City Council.

DISCUSSION

The access, water, sewer, and drainage easement runs south from the Premier Vet Care site and is needed to ensure fire access and future public access for Premier Vet Care (Exhibit A – Access Easement by Separate Instrument). As the City is the “grantee” on the easement, then approval by City Council is required to accept the easement. The easement is needed to facilitate the orderly development of the Premier Vet Care property and future development of adjacent properties.

FISCAL IMPACT/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Staff recommends approval to accept this easement.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, ACCEPTING THE DEDICATION AND CONVEYANCE TO THE CITY OF AN EASEMENT FROM GREENWAY LIBERTY GROVE, L.P., GRANTOR, ON PRIVATE PROPERTY SITUATED IN DALLAS COUNTY, TEXAS, DESCRIBED AS 5000 LAKEVIEW PARKWAY, BEING AN UNPLATTED 1,762 SQUARE-FOOT PORTION OF TRACT 14.1, PAGE 886 FROM THE THOMAS LUMLEY SURVEY ABSTRACT NO 789, DALLAS COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED IN EXHIBIT “A”, FOR THE PURPOSES OF VEHICULAR ACCESS AND INSTALLING, OPERATING, REPAIRING AND MAINTAINING WATER, SEWER, DRAINAGE AND PUBLIC UTILITIES; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Rowlett, Texas finds and determines that the development of a tract of land in the City’s territorial limits must, where applicable, provide for access for emergency vehicles and traffic flows, and for the provision of utility services by the City and other public utilities; and

WHEREAS, Greenway Liberty Grove, L.P., the owner of a tract of land, has agreed to dedicate to the City an easement necessary to provide for vehicular access and the installation, operation, repair and maintenance of utilities incident to a drive access on property owned by Greenway and, as a part thereof, has committed to maintain the easement paving for cross-access and fire access purposes; and

WHEREAS, the City Council of the City of Rowlett, Texas, finds and determines that acceptance of the easement is appropriate and in the best interests of the City of Rowlett, Texas.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the recitals contained hereinabove are true and correct.

Section 2: That the City Council does hereby accept the dedication and conveyance to the public of a permanent easement on property being described as 5000 Lakeview Parkway, being an unplatted 1,762 square-foot portion of Tract 14.1, Page 886 from the Thomas Lumley Survey Abstract No 789, Dallas County, Texas, and being more particularly described in Exhibit "A", attached hereto and incorporated herein for all purposes, for the purpose of vehicular access and allowing the installation, construction, operation, repair and maintenance of public utilities.

Section 3: That the easement accepted herein shall be open to the public, fire and police units and emergency services and vehicles. The maintenance of paving on the easement described herein shall be the responsibility of the property owner.

Section 4: This resolution shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – Access, Water, Sewer, and Drainage Easement by Separate Instrument

Attachment 1 – Location Map

Attachment 2 – Site Plan

Attachment 3 – Pending Final Plat

Attachment 4 – Private Drainage easement

**ELECTRONICALLY RECORDED 201400159596
06/25/2014 04:46:37 PM EASEMENT 1/6**

ACCESS, WATER, SEWER AND DRAINAGE EASEMENT

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

KNOW ALL MEN BY THESE PRESENTS:

THAT **Greenway Liberty Grove, L.P.**, a Texas limited partnership, hereinafter called "**Grantor**," for and in consideration of the sum of ten dollars (\$10.00) and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, has dedicated, granted, bargained, sold, and conveyed and by these presents does dedicate, grant, bargain, sell and convey unto the **City of Rowlett, Texas**, its successors and assigns, hereinafter referred to as "**Grantee**," a permanent and perpetual non-exclusive easement for the purposes described below (the "**Easement**"), in, under and through all that certain 0.040 acre parcel of land depicted on **Exhibit "A"** and legally described in **Exhibit "B"**, attached hereto and incorporated herein for all purposes (the "**Easement Tract**").

This agreement does not constitute a fee simple conveyance of the above described Easement Tract or of the minerals therein and thereunder, but grants only an easement subject to the following:

Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severance, and other instruments, other than liens and conveyances, that affect the Easement Tract; rights of adjoining owners in any walls and fences situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; and any existing encroachments or overlapping of improvements (the "**Permitted Exceptions**").

This Easement is a dedication and conveyance to the public of access rights and shall hereafter be and remain open to the public for police, fire and emergency vehicles, and access to and for utility facilities situated therein. The maintenance of paving shall be the responsibility of the owner of the underlying servient estate.

Grantor, its successors and assigns, shall have the right to use the surface of the Easement Tract insofar as such use does not interfere with or obstruct the use of the Easement by Grantee. Grantor shall have the right to dedicate, construct, place, maintain, lay, inspect, protect, operate, repair, alter, substitute, replace and remove upon its tract (i) roads, streets, sidewalks, parking lots and landscaping over, across and along the Easement Tract and (ii) electric, gas and water lines or public utilities across and through the Easement Tract, and such activities shall not constitute interference with the Easement so long as such improvements do not impair Grantee's use of the Easement.

Grantee shall not materially interfere with Grantor's, or its permittees and invitees, use of Grantor's adjacent property.

To facilitate Grantor's long-range use and development of Grantor's property, Grantor will have the right to relocate the Easement to another location on Grantor's property suitable to Grantee, provided that if Grantor elects to relocate the Easement, Grantor will be responsible for the cost of such relocation and the relocated facilities will be in accordance with Grantee's specifications. Grantor and Grantee will execute modification or release documents as necessary in connection with any such relocation of the Easement.

TO HAVE AND TO HOLD the rights and interests described unto Grantee and its successors and assigns forever, until the use of said Easement shall be abandoned, and Grantor does hereby represent and warrant that it is the owner in fee of the Easement Tract and that it has the right, power and authority to grant this Easement, subject to the terms, conditions and provisions set forth herein, including but not limited to the Permitted Exceptions.

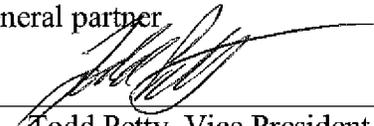
[signature and acknowledgement on following page]

WITNESS our hands this 24th day of June, 2014.

GRANTOR:

GREENWAY LIBERTY GROVE, L.P.,
a Texas limited partnership

By: Greenway LG, Inc.,
a Texas corporation,
its general partner.

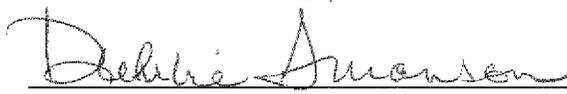
By: 
Todd Petty, Vice President

ACKNOWLEDGEMENT

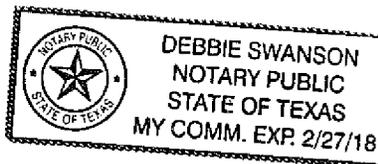
THE STATE OF TEXAS §
 §
COUNTY OF DALLAS §

Before me, the undersigned authority, on this day personally appeared Todd Petty, known to me to be the person whose name is subscribed to the foregoing instrument; he acknowledged to me he is the Vice President and duly authorized representative of Greenway LG, Inc., a Texas corporation, as the general partner of Greenway Liberty Grove L.P., a Texas partnership, on behalf of said corporation and limited partnership and he executed said instrument for the purposes and consideration therein expressed and in the capacity therein stated.

Given under my and seal of office this 24 day of June, 2014.


Notary Public, State of Texas
Printed/Typed Name

My Commission Expires:
02/27/2018



AFTER RECORDING, RETURN TO:

Grantee

City of Rowlett
4000 Main Street
Rowlett, Texas 75088
ATTN: Public Works

Grantor

Greenway Liberty Grove, L.P.
c/o Greenway Investment Company
2808 Fairmount, Suite 100
Dallas, Texas 75201

EXHIBIT A

EASEMENT TRACT DEPICTION

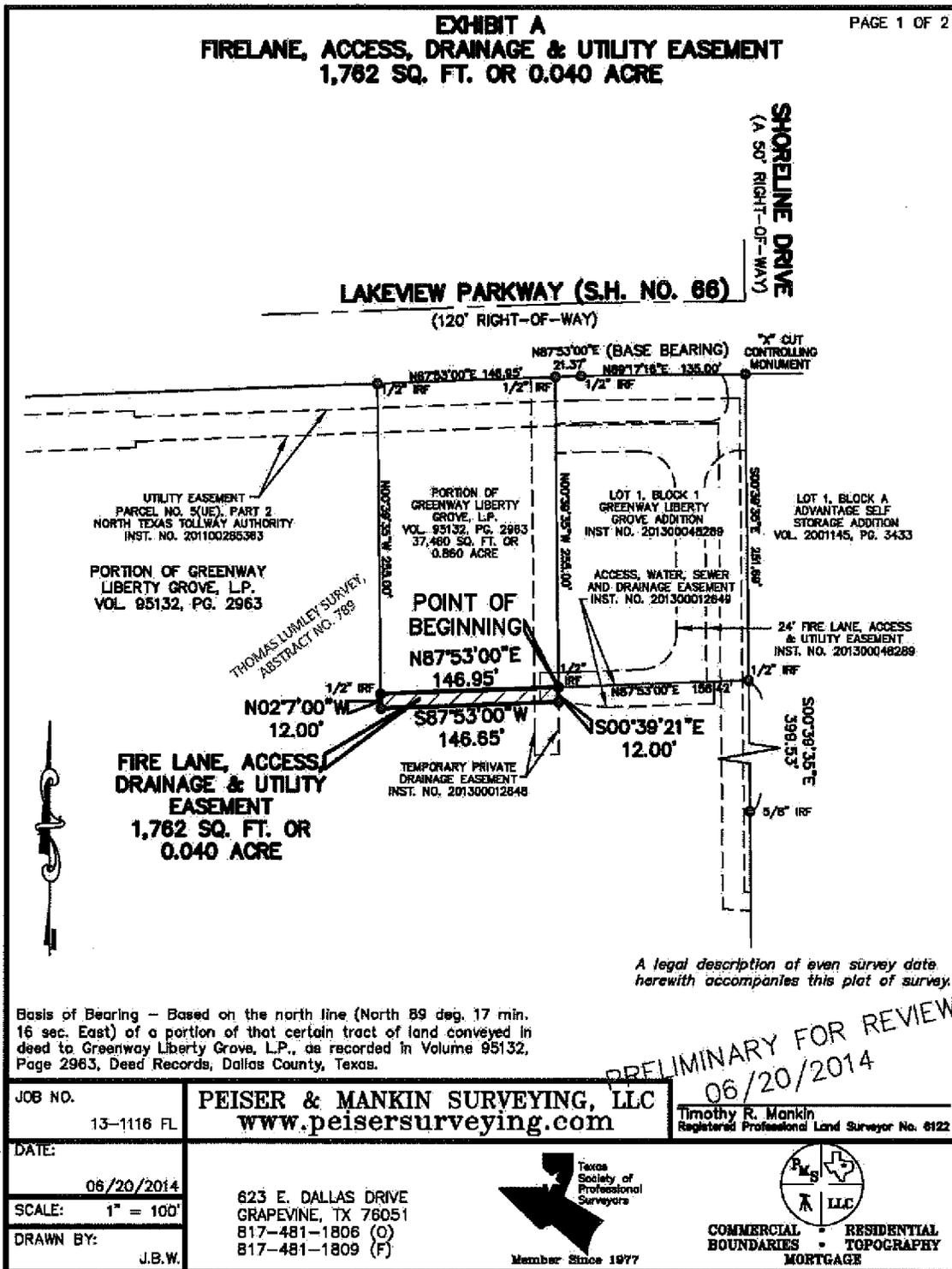


EXHIBIT B

EASEMENT TRACT LEGAL DESCRIPTION

Being a 0.040 acre tract of land situated in the Thomas Lumley Survey, Abstract No. 789, City of Rowlett, Dallas County, Texas, and being a portion of that certain tract of land conveyed in deed to Greenway Liberty Grove, L.P., as recorded in Volume 95132, Page 2963, Deed Records, Dallas County, Texas, and being more particularly described as follows:

BEGINNING at a 1/2 inch iron rod found for the Southwest corner of Lot 1, Block 1, Greenway Liberty Grove Addition, an addition to the City of Rowlett, Dallas County, Texas, according to the plat thereof recorded under Instrument Number 201300048289, Official Public Records, Dallas County, Texas, same being the Northeast corner of the herein described tract;

THENCE through the interior of said Greenway tract as follows:

South 00 deg. 39 min. 21 sec. East, a distance of 12.00 feet to a point for the Southeast corner of the herein described tract;
South 87 deg. 53 min. 00 sec. West, a distance of 146.65 feet to a point for the Southwest corner of the herein described tract;
North 02 deg. 07 min. 00 sec. West, a distance of 12.00 feet to a 1/2 inch iron rod found for the Northwest corner of the herein described tract;
North 87 deg. 43 min. 00 sec. East, a distance of 146.95 feet to THE POINT OF BEGINNING and containing 1,762 square feet or 0.040 acres of computed land, more or less.

Filed and Recorded
Official Public Records
John F. Warren, County Clerk
Dallas County, TEXAS
06/25/2014 04:46:37 PM
\$46.00
201400159596



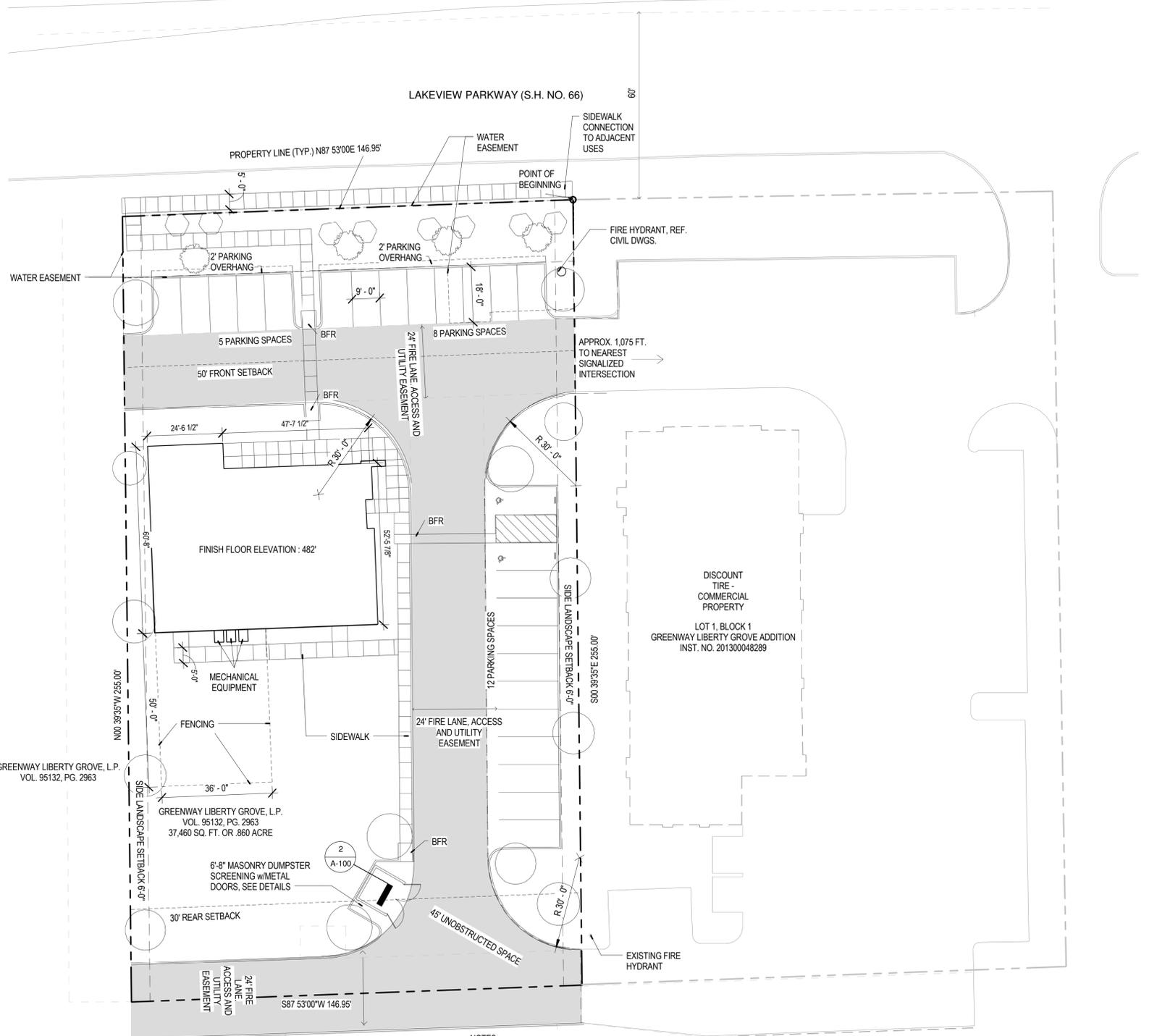


PROJECT SITE DATA:

NAME OF PROJECT: PREMIER VET ANIMAL CARE CLINIC
 ZONING: COMMERCIAL C-2
 GROSS SITE AREA: 37,460 SF or .860 ACRE
 SITE FRONTAGE: 147 FT
 SITE WIDTH: 147 FT
 SITE DEPTH: 255 FT
 IMPERVIOUS SITE AREA: 21,415 SF
 PERVIOUS SITE AREA: 16,045 SF
 FAR: 9.4
 TOTAL SQUARE FOOTAGE (COMMERCIAL/BUSINESS USE): 4,000 SF
 MAXIMUM BUILDING COVERAGE, MIN & MAX LOT AREA, DEPTH: N/A
 SETBACKS: 50 FT FRONT SETBACK, 30 FT REAR SETBACK
 MAX STRUCTURE HEIGHT:
 PERMITTED: 26 FT STRUCTURE + 3 FT FOR ARCHITECTURAL ELEMENTS (29 FT TOTAL) - PER EASEMENT AND USE DECLARATION
 PROPOSED: 20 FT STRUCTURE + 4 FT FOR ARCHITECTURAL ELEMENTS (24 FT TOTAL)
 MAX NO. STORIES/FLOORS:
 PERMITTED: 3 - PER EASEMENT AND USE DECLARATION
 PROPOSED: 1
 IMPROVEMENTS: N/A
 PARKING:
 TOTAL: 25
 HANDICAP: 2
 LOADING: N/A
 ACCESS POINTS: 2

NOTES:

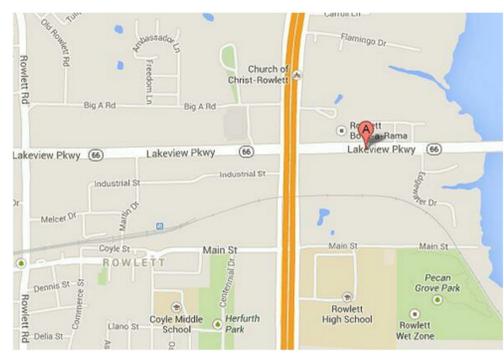
1. ANY REVISION TO THIS PLAN WILL REQUIRE CITY APPROVAL AND WILL REQUIRE REVISIONS TO ANY CORRESPONDING PLANS TO AVOID CONFLICTS BETWEEN PLANS.
2. DUMPSTERS AND TRASH COMPACTORS SHALL BE SCREENED IN ACCORDANCE WITH THE ROWLETT DEVELOPMENT CODE.
3. OUTDOOR LIGHTING SHALL COMPLY WITH THE LIGHTING AND GLARE STANDARDS CONTAINED WITHIN THE ROWLETT DEVELOPMENT CODE.
4. BUILDINGS OF 500 SQUARE FEET OR GREATER SHALL BE 100% FIRE SPRINKLED. ALTERNATIVE FIRE PROTECTION MAY BE APPROVED BY THE FIRE MARSHAL.
5. FIRE LANES MUST BE DESIGNED AND CONSTRUCTED PER CITY STANDARDS OR AS DIRECTED BY THE FIRE MARSHAL.
6. SPEED BUMPS/HUMPS ARE NOT PERMITTED WITHIN A FIRE LANE.
7. HANDICAPPED PARKING AREAS AND BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT (ADA) AND WITH THE REQUIREMENTS OF THE CURRENT, ADOPTED BUILDING CODE.
8. ALL SIGNAGE IS SUBJECT TO BUILDING OFFICIAL APPROVAL.
9. ALL FENCES AND RETAINING WALLS SHALL BE SHOWN ON THE SITE PLAN AND ARE SUBJECT TO BUILDING OFFICIAL APPROVAL.
10. ALL EXTERIOR BUILDING MATERIALS ARE SUBJECT TO BUILDING OFFICIAL APPROVAL AND SHALL CONFORM TO THE APPROVED FACADE/BUILDING ELEVATION PLAN.
11. APPROVAL OF THE SITE PLAN IS NOT FINAL UNTIL ALL ENGINEERING PLANS ARE APPROVED BY THE CITY ENGINEER.
12. ALL NEW ELECTRICAL LINES SHALL BE INSTALLED AND/OR RELOCATED UNDERGROUND.
13. ALL MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW IN ACCORDANCE WITH THE ROWLETT DEVELOPMENT CODE.



1 ARCHITECTURAL SITE PLAN
 1" = 20'-0"
 SCALE: 0 10 20 50'

NOTES:
 - ALL PAVING TO BE CONCRETE
 - NO EXTERIOR LIGHTING TO BE PROVIDED

VICINITY MAP



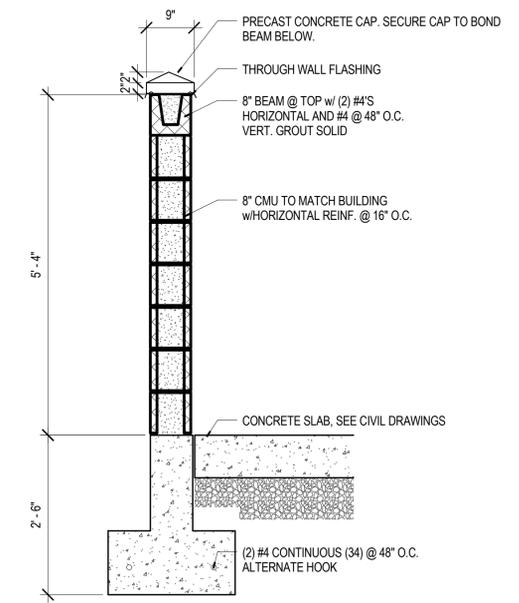
LOCATOR MAP



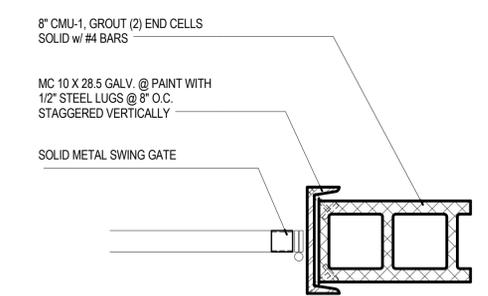
**Premier Vet Care
 Animal Clinic
 5100 Lakeview Parkway
 Rowlett, TX 75088**

ARCTURIS
 together we create

720 OLIVE STREET, SUITE 200 SAINT LOUIS, MO 63101
 T 314.206.7100 F 314.231.9801



2 SECTION @ TRASH ENCLOSURE
 3/4" = 1'-0"



3 TRASH ENCLOSURE PLAN DETAIL
 1 1/2" = 1'-0"

ISSUE DATE	DESCRIPTION
5.9.2014	Rowlett Submission 1
06.18.2014	Rowlett Submission 2
06.22.2014	ISSUE FOR BID
07.11.2014	Rowlett Submission 4

PREMIER VET CLINIC
 OWNER:
 COPE UTOPIA
 513 FENWICK DRIVE
 SUNNYVALE, TX
 972-210-1813
 CONTACT: JOSH COPE, DVM

ARCHITECT:
 ARCTURIS
 720 OLIVE, SUITE 200
 ST. LOUIS, MO 63101
 314-206-7157
 CONTACT: CHRISSY HILL ROGERS

ENGINEERS:
 CHARLES GOJER AND ASSOCIATES
 11615 FOREST CENTRAL DRIVE
 DALLAS, TX 75243
 214-340-1199

GREENWAY LIBERTY GROVE, L.P.
 VOL. 95132, PG. 2963
 37,460 SQ. FT. OR 0.860 ACRE

Project Number: 14-2261.00

Sheet Title:

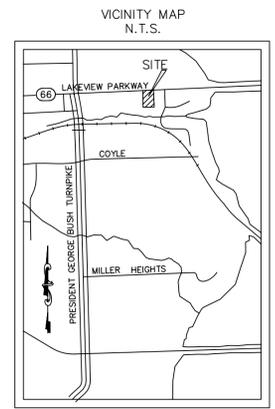
SITE PLAN

NOTE:

INFORMATION REGARDING TOPOGRAPHY, DRAINAGE, FINISH FLOOR ELEVATION, AND UTILITIES TO BE SHOWN ON THE CIVIL ENGINEERING PLANS.

A-100

LINE TABLE			CURVE TABLE					
LINE	LENGTH	BEARING	CURVE	LENGTH	RADIUS	DELTA	CB	CD
L1	103.44'	N 87°52'56" E	C1	47.89'	30.00'	91°27'25"	N 46°23'18" W	42.96'
L2	18.51'	N 00°39'35" W	C2	46.36'	30.00'	88°32'35"	N 43°36'42" E	41.88'
L3	15.01'	S 87°53'00" W	C3	47.12'	30.00'	90°00'06"	S 45°39'38" E	42.43'
L4	20.00'	N 00°39'35" W	C4	46.36'	30.00'	88°32'35"	S 43°36'42" W	41.88'
L5	28.51'	N 87°52'56" E						
L6	3.50'	N 00°39'35" W						
L9	146.95'	S 87°53'00" W						
L10	62.16'	N 87°53'00" E						
L11	120.46'	S 00°39'35" E						
L12	63.69'	S 87°53'00" W						
L13	120.46'	N 00°39'35" W						
L14	0.76'	N 87°53'00" E						



OWNER'S CERTIFICATE
 STATE OF TEXAS
 COUNTY OF DALLAS

WHEREAS **COPE UTOPIA, LLC**, is the sole owner of a 0.860 acre tract of land situated in the Thomas Lumley Survey, Abstract No. 789, Dallas County, Texas, and being all of that certain tract of land conveyed in deed to Cope Utopia, LLC, as recorded under Instrument Number 201400158855 Official Public Records, Dallas County, Texas, and being more particularly described as follows:

BEGINNING at a 1/2 inch iron rod found for the Northeast corner of said Cope tract, same being the Northwest corner of Lot 1, Block 1, Greenway Liberty Grove Addition, an addition to the City of Rowlett, Dallas County, Texas according to the plat thereof recorded under Instrument Number 201300048289, Official Public Records, Dallas County, Texas, same being in the South right-of-way line of Lakeview Parkway (S.H. No. 66)(120' right-of-way);

THENCE South 00 deg. 39 min. 35 sec. East, along the common line of said Cope tract and said Lot 1, a distance of 255.00 feet to a 1/2 inch iron rod found for the Southeast corner of said Cope tract, same being the Southwest corner of said Lot 1, same being in a North line of a portion of that certain tract of land conveyed to Greenway Liberty Grove, L.P., by deed recorded in Volume 95132, Page 2963, Deed Records, Dallas County, Texas;

THENCE along the common line of said Cope tract and said Greenway Liberty Grove tract as follows:

South 87 ddeg. 53 min. 00 sec. West, a distance of 146.95 feet to a 1/2 inch iron rod set with "Peiser & Mankin SURV" red plastic cap (hereinafter referred to as "1/2 inch iron rod set") for the Southwest corner of said Cope tract;

North 00 deg. 39 min. 35 sec. West, a distance of 255.00 feet to a 1/2 inch iron rod set for the Northwest corner of said Cope tract, same being in the North line of said Greenway Liberty Grove tract, same being in the South right-of-way line of aforesaid Lakeview Parkway;

THENCE North 87 deg. 53 min. 00 sec. East, along the common line of said Greenway Liberty Grove tract and the South right-of-way line of said Lakeview Parkway, a distance of 146.95 feet to THE POINT OF BEGINNING and containing 37,460 square feet or 0.860 acre of computed land, more or less.

GENERAL NOTES:
 1. IRF - Iron Rod Found
 2. IRS - Iron Rod Set w/ Peiser Surveying red plastic cap
 3. Basis of Bearing - Based on the north line (North 89 deg. 17 min. 16 sec. East) of a portion of that certain tract of land conveyed in Special Warranty Deed to Halle Properties, L.L.C., as recorded under Instrument No. 201200170142, Official Public Records, Dallas County, Texas.
 4. The purpose of this plat is to plat 1 Lot from a tract of land.
 5. Benchmark - City of Rowlett Geodetic Control Data Sheet

- Station Name: C-1, Monument Type: Bernsten Top Security Monument w/access cover, Description of Points: The Bernsten Top Security Monument with access cover is located in the CL of Median of Lakeview Parkway 300' ± west of the CL of Dexam Road. It is 50' west of the end of the conc median, 5.3' south of the north median curb and 4.6' north of the south median curb. It is also 71' east of a 3'x3' stone column. Elevation is 485.39'
- Station Name: C-3, Monument Type: Bernsten Top Security Monument w/access cover, Description of Points: The Bernsten Top Security Monument with access cover is located in the cl median of Lakeview Parkway 275± west of Shoreline Dr. It is 48' east of an irrigation control pedestal, 53' west of edge on conc median, 6' south of north curb and 6' north of south curb. Elevation is 485.73'

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That, **COPE UTOPIA, LLC**, acting by and through its duly authorized agent, Joshua Cope, Chairman, does hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as **LOT 2, BLOCK 1, GREENWAY LIBERTY GROVE ADDITION**, an addition to the City of Rowlett, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I certify that I am the sole owner of the dedicated property and that no other's interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Rowlett, Texas.

SURVEYOR'S CERTIFICATE

I, Timothy R. Mankin, a Registered Professional Land Surveyor in the State of Texas, do hereby certify that I prepared this plat from an actual on the ground survey of the land and that the monuments shown thereon were found and/or placed under my personal supervision in accordance with Platting Rules and regulations of the City Planning Commission of the City of Rowlett, Texas.

**PRELIMINARY—FOR REVIEW PURPOSES ONLY
 MAY NOT BE RECORDED FOR ANY REASON**

Timothy R. Mankin _____ Date
 Registered Professional Land Surveyor, No. 6122

STATE OF TEXAS:
 COUNTY OF TARRANT:

BEFORE me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared TIMOTHY R. MANKIN, known to me to be the person or persons whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same in the capacity herein stated and the act and deed of said company. GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____ 2014.

Notary Public in and for Tarrant County, Texas

My Commission Expires: _____

ACCESS EASEMENT

The undersigned does covenant and agree that the access easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of General Public vehicular and pedestrian use and access, and for Fire Department and emergency use, in, along, upon, and across said premises, with the right and privilege at all times of the City of Rowlett, its agents, employees, workmen, and representatives having ingress, egress, and regress in, along, upon, and across said premises.

FIRE LANE EASEMENT

That the undersigned does hereby covenant and agree that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface and that he (they) shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking of motor vehicles, trailers, boats, or other impediments to the access of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lanes, stating "Fire Lane, No Parking." The police of his duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for Fire Departments and emergency use.

This plat is hereby approved by the Planning and Zoning Commission of the City of Rowlett, Texas.

Chairman, Planning and Zoning Commission _____ Date _____

ATTEST:
 Signature _____ Date _____
 Name & Title _____

The Director of Development Services of the City of Rowlett, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances and with engineering construction standards and processes adopted by the City of Rowlett, Texas as to which his/her approval is required.

Director of Development Services _____ Date _____

ATTEST:
 Signature _____ Date _____
 Name & Title _____

WITNESS MY HAND at Dallas County, Texas, this the _____ day of _____, 2014.

By: _____
 Joshua Cope, Chairman

STATE OF TEXAS:
 COUNTY OF DALLAS:

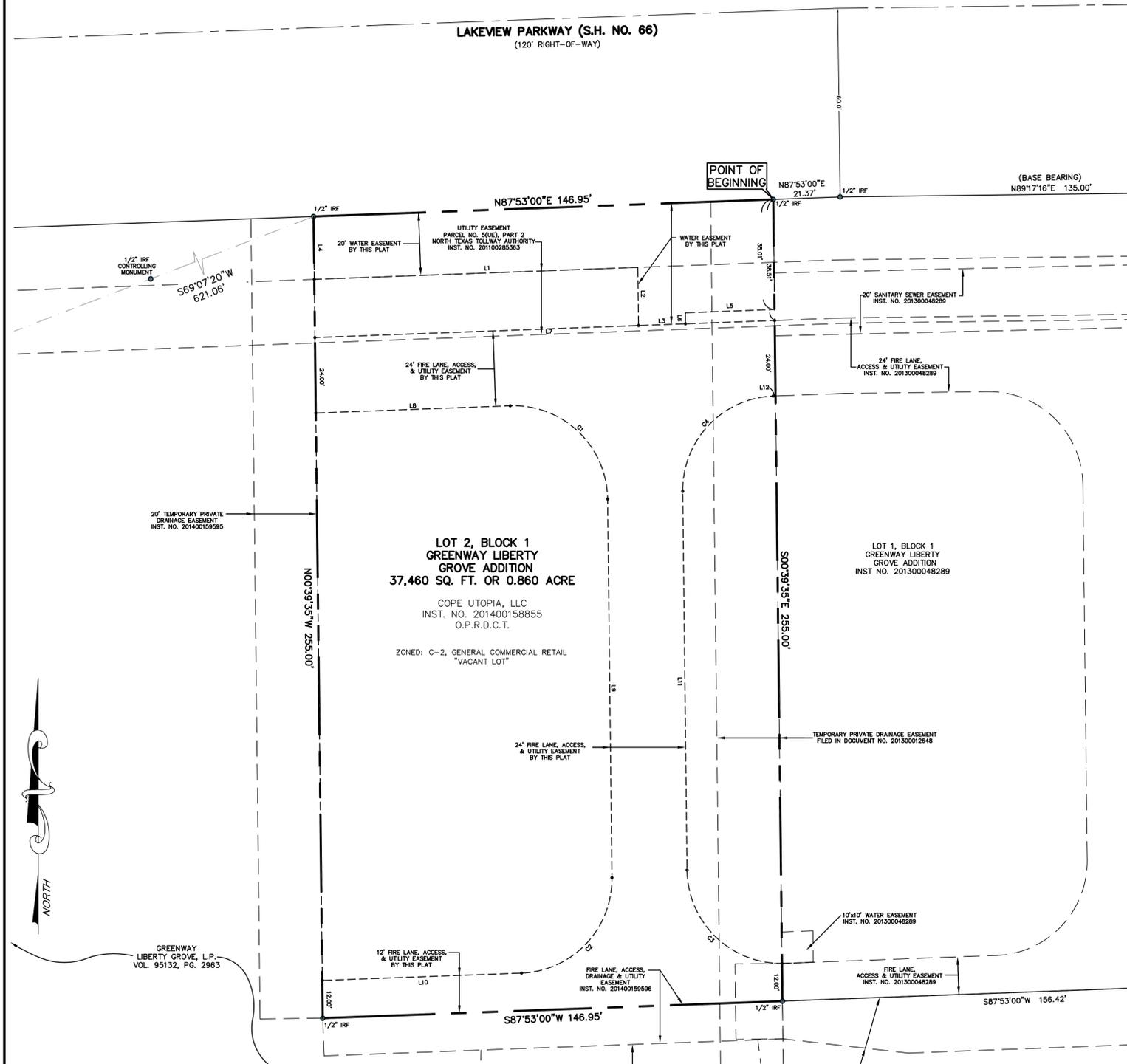
BEFORE ME, the undersigned, a Notary Public in and for said County and State on this day personally appeared Joshua Cope, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____ 2014.

Notary Public in and for the State of Arizona

**GREENWAY LIBERTY GROVE ADDITION
 FINAL PLAT
 LOT 2, BLOCK 1**

BEING A 0.86 ACRE TRACT OF LAND IN THE THOMAS LUMLEY SURVEY, ABSTRACT NO. 789 OUT OF THE CITY OF ROWLETT, DALLAS COUNTY, TEXAS THIS PLAT FILED IN INSTRUMENT NO. _____



FLOOD CERTIFICATE

As determined by the FLOOD INSURANCE RATE MAPS for Dallas County, the subject property Does Not appear to lie within a Special Flood Hazard Area (100 Year Flood), Map date 07/07/2014 Community Panel No. 48113C0245K subject lot is located in Zone 'X'. If this site is not within an identified flood hazard area, this Flood Statement does not imply that the property and/or structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. This Flood Statement shall not create liability on the part of the Surveyor.

OWNER:
 Cope Utopia, LLC
 Joshua Cope
 513 Fenwick Drive
 Sunnyvale, TX 75182

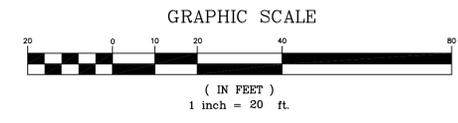
JOB NO.:	13-1116 Plat
DATE:	06/26/2014
REV:	07/15/2014
SCALE:	1" = 20'
DRAWN BY:	JBW

PEISER & MANKIN SURVEYING, LLC
 www.peisersurveying.com

623 E. DALLAS ROAD
 GRAPEVINE, TEXAS 76051
 817-481-1806 (O)
 817-481-1809 (F)

COMMERCIAL
 RESIDENTIAL
 BOUNDARIES
 TOPOGRAPHY
 MORTGAGE

Member Since 1977



**ELECTRONICALLY RECORDED 201400159594
06/25/2014 04:46:35 PM DECLARATION 1/8**

**DECLARATION OF
PRIVATE DRAINAGE EASEMENT**

THIS DECLARATION OF PRIVATE DRAINAGE EASEMENT is made this 24
day of JUNE, 2014 by **GREENWAY LIBERTY GROVE, L.P.**, a Texas
Limited Partnership, ("**Declarant**").

Introductory Provisions:

A. Declarant owns a certain tract of land located in the City of Rowlett, Dallas County, Texas, and described as Greenway Liberty Grove, L.P. which is part of a tract of land as recorded in Volume 95132, Page 2963 of the Deed Records of Dallas County, Texas (the "**Property**").

B. Declarant desires to create a private drainage easement upon and across a portion of the Property to provide for the proper drainage of surface waters from a tract of land conveyed to Cope Utopia, LLC, a Texas limited liability company (together with the future owners of the Benefitted Tract, the "**Holder**") as recorded in Instrument No. 201400158855 of the Official Public Records of Dallas County, Texas (the "**Benefitted Tract**").

NOW, THEREFORE, Declarant hereby declares that the Property shall be held, sold, used and conveyed subject to the following private drainage easement and covenants, which shall run with the title to the Easement Tract:

1. A fifteen feet (15') wide portion of the Property depicted on **Exhibit "A"** attached hereto and legally described on **Exhibit "B"** hereto (the "**Easement Tract**") is hereby made subject to a private drainage easement (the "**Easement**") extending from the south property line of the Benefitted Tract through the Property to an existing creek.

2. The Easement shall be for the underground drainage of surface waters from the Benefitted Tract across the Easement Tract through an underground enclosed drainage pipe (the "**Easement Purposes**").

3. The Holder shall maintain the Easement in a state of good repair so that it functions as intended and shall have the right of ingress and egress to or from and upon the Easement Tract for the purposes of inspecting, maintaining and reconstructing the Easement along with keeping removed all or parts of any building, fences, shrubs, trees, or other improvements or growths which materially or unreasonably endanger or interfere with the construction, maintenance or efficiency of its use of the Easement.

4. If the owner of the Easement Tract fails to maintain the Easement, the owner of the Property may enforce such obligation by any lawful means. If Holder does not perform the required maintenance, then Declarant, after giving Holder ten (10) days' written notice, may perform the maintenance, and Holder shall reimburse Declarant upon demand for all costs of such maintenance, plus interest at the lesser of ten percent (10%) per annum or the highest rate permitted by applicable law.

5. Declarant reserves for Declarant and Declarant's successors and assigns the right to continue to use and enjoy the Easement Tract for all purposes which do not unreasonably interfere with or interrupt the use or enjoyment of the Easement for the Easement Purposes. Declarant shall have the right to dedicate, construct, place, maintain, lay, inspect, protect, operate, repair, alter, substitute, replace and remove upon its tract (i) road, streets, sidewalks, parking lots and landscaping over, across and along the Easement Tract and (ii) electric, gas and water lines or public utilities across and through, but not along the Easement Tract, and such activities shall not constitute interference with the Easement so long as such improvements do not materially impair Holder's use of the Easement.

6. To facilitate Declarant's use and development of the Property, Declarant will have the right to relocate the Easement to another location on the Property, provided that if Declarant elects to relocate the Easement, Declarant will be responsible for the cost of such relocation and the relocated drainage facilities will provide comparable drainage to the Benefitted Tract and shall comply with the applicable regulations of any governmental authority. Declarant and Holder will execute modification or release documents as necessary in connection with any such relocation of the Easement.

7. This Declaration shall be binding upon all parties having any right, title or interest in any portion of the Property, their heirs, successors, and assigns, and shall inure to the benefit of Declarant and each owner of the Benefitted Tract.

8. Any party to this Declaration who is the prevailing party in any legal proceeding against any other party brought under or in connection with this Declaration or the subject matter hereof, shall be additionally entitled to recover from the non-prevailing party, court costs and reasonable attorney fees, and all other litigation expenses, including deposition costs, travel and expert witnesses fees.

9. This Declaration shall be subject to and governed by the laws of the State of Texas, excluding any conflicts-of-law rule or principle that might refer the construction or interpretation of this Declaration to the laws of another state. Each party hereby submits to the jurisdiction of the state and federal courts in the State of Texas.

10. This Declaration may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts shall be construed together and shall constitute one and the same instrument.

11. No waiver or consent, express or implied, by any party to or of any breach or default by any party in the performance by such party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance by such party of the same or any other obligations of such party hereunder. Failure on the part of a party to complain of any act of any party or to declare any party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder until the applicable statute of limitation period has run.

12. Holder agrees to save and hold Declarant free and harmless from and against any and all claims, demands, or causes of action of whatever nature, which arise in any manner out of the use and occupancy of the Easement by Holder, its employees, or any other persons acting under its control. **EACH PARTY HEREBY AGREES TO PROTECT, INDEMNIFY AND HOLD HARMLESS THE OTHER PARTY FROM AND AGAINST ANY AND ALL LOSSES, COSTS (INCLUDING, WITHOUT LIMITATION, THE COSTS OF LITIGATION AND REASONABLE ATTORNEY'S FEES), CLAIMS, CAUSES OF ACTION, DAMAGES AND LIABILITIES (COLLECTIVELY, "LOSSES") (EXCLUDING, HOWEVER, CONSEQUENTIAL OR PUNITIVE DAMAGES) THAT ARE ATTRIBUTABLE TO THE BREACH BY THE INDEMNIFYING PARTY OF ANY OF THE PROVISIONS OF THIS DECLARATION.**

13. This Declaration contains the complete agreement between the parties and cannot be varied except by the written agreement of the parties. The parties agree that there are no oral agreements, understandings, representations or warranties which are not expressly set forth herein.

14. In case any one or more of the provisions contained in this Declaration shall for any reason be invalid, illegal or unenforceable in any respect, to the extent such invalidity or unenforceability does not destroy the basis of the bargain among the parties, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Declaration shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Whenever required by the context as used in this Declaration, the singular number shall include the plural and neuter shall include the masculine or feminine gender, and vice versa. Section headings appearing in this Declaration are for convenient reference only and are not intended, to any extent or for any purpose, to restrict or define the text of any Section. This Declaration shall not be construed more or less favorably between the parties by reason of authorship or origin of language.

15. Any notice or communication required or permitted hereunder shall be deemed to be delivered, whether actually received or not, when deposited in the United States mail, postage fully prepaid, registered or certified mail and addressed to the intended recipient at the address shown herein, and if such address is not known, then at the last known address according to the records of the party delivering the notice. Notice given in any other manner shall be effective if and when received by the addressee. Any address for notice may not be changed by written notice delivered as provided herein.

16. Prior to commencing construction of the Easement, Declarant shall have the right to review and approve in writing the plans and specifications for the Easement (the "***Proposed Easement Plans***") located within the Easement Tract. Declarant shall have fifteen (15) days following its receipt of the Proposed Easement Plans to either approve or disapprove the Proposed Easement Plans, in its reasonable discretion, by delivering written notice to the Holder of its approval or disapproval of the Proposed Easement Plans ("***Approval Notice***" or "***Disapproval Notice***", as applicable). If Declarant disapproves the Proposed Easement Plans, then Declarant shall give specific reasons therefor in the Disapproval Notice, whereupon the Holder shall have ten (10) days following its receipt of the Disapproval Notice to submit to

Declarant revised plans and specifications for the construction of the Easement (the "**Revised Easement Plans**"). Declarant shall have ten (10) days following its receipt of the Revised Easement Plans to either approve or disapprove the Revised Easement Plans, in its reasonable discretion, by delivering written notice to Holder of its approval or disapproval of the Revised Easement Plans. The foregoing process shall continue until the Proposed Easement Plans (or the Revised Easement Plans) have been finally approved by Declarant in an Approval Notice. The approved Easement Plans (or Revised Easement Plans) are referred to in this Declaration as the "**Easement Plans**". Any changes or alterations to the Easement Plans shall be subject to prior comment and approval by Declarant. Once the Easement Plans have been approved by Declarant as set forth herein, Holder shall give written notice to Declarant of Holder's intent to commence construction and installation of the Easement in accordance with the Easement Plans.

17. Holder shall maintain, or cause to be maintained, commercial general liability insurance insuring against claims on account of lost life, bodily injury or property damage that may arise from, or be occasioned by its use of the easement set forth in this Declaration, or caused by Holder, or caused by those persons for whose acts and omissions Holder is legally liable. Holder shall obtain an insurance policy, according to the provisions hereof, covering its obligations hereunder from a reputable insurance company or companies qualified to do business in the State of Texas and that is rated by A.M. Best Company not less than "A"; and each such policy of insurance shall have limits for loss of life or bodily injury in amounts of not less than Two Million Dollars (\$2,000,000.00) with respect to injury or death of a single person, (ii) to the limit of not less than Five Million Dollars (\$5,000,000.00) in the aggregate, and (iii) to the limit of Five Million Dollars (\$5,000,000.00) with respect to property damage. Such insurance may be carried under a "blanket" policy or "blanket" policies covering other properties of Holder, and may be subject to such self-insured retentions or deductibles, not to exceed \$25,000.00, as Holder may desire. Holder shall furnish to Declarant one or more certificates of insurance evidencing the existence of the insurance required above and naming Declarant and their respective successors and assigns, as additional insureds. Such policies shall provide for at least thirty (30) days prior written notice of modification (including cancellation) to Declarant.

18. Holder shall not permit, and will discharge within ten (10) days following written notice thereof, any lien of mechanics, laborers, and artisans or materialmen for work or materials alleged to be done or furnished in connection with the Easement Tract. Holder shall indemnify and hold harmless Declarant from and against any and all mechanics', materialmen's or other liens or claims (and all costs and expenses associated herewith) arising out of any such work; provided however, that Holder may contest such lien and such party shall bond around such lien in accordance with Texas Property Code § 53.171, et. seq.

19. The Easement described herein is conveyed and reserved subject to any and all other conditions, restrictions, easements, utility lines, encumbrances or other matters affecting the Easement Tract. This Declaration does not convey title in or to any part of land herein described or minerals therein or thereunder. Declarant shall retain, reserve and continue to enjoy fee ownership, and the surface and subsurface of the Easement Tract for any and all purposes that do not unreasonably interfere with or prevent the use of the Easement as contemplated herein. Declarant shall reserve the right to use the surface and subsurface of the Easement Tract for the installation, operation, maintenance, repair, replacement, removal and relocation of

underground storm sewer lines, sanitary sewer pipes, water and gas mains, telephone, cable television and fiber optic lines, and any other uses which do not unreasonably interfere with and prevent the use of the Easement as contemplated herein.

20. Holder will restore the Easement Tract and the Property to at least the same condition existing prior to such use by Holder immediately after Holder completes any work on the Easement Tract. Holder will expeditiously pursue to completion all work and will comply with Governmental Requirements (as defined below) that pertain to that construction and use of the Easement Tract by Holder. "**Governmental Requirements**" means all applicable laws, statutes, ordinances, codes, rules, regulations, orders, and applicable judicial decisions or decrees, as presently existing and hereafter amended, of any Governmental Authorities. "**Governmental Authorities**" means any federal, state, county, city or local governmental or quasi-governmental authority, entity or body (or any departmental agency thereof) exercising jurisdiction over a particular subject matter.

21. This Declaration may be canceled, changed, modified or amended in whole or in part only by the written and recorded agreement of the parties.

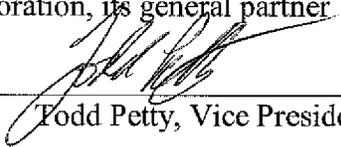
[Signature and acknowledgement on following page]

EXECUTED to be effective on this 24TH day of June, 2014.

DECLARANT:

GREENWAY LIBERTY GROVE, L.P.,
a Texas limited partnership

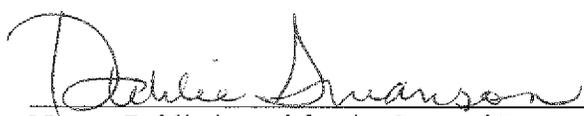
By: Greenway LG, Inc., a Texas
corporation, its general partner

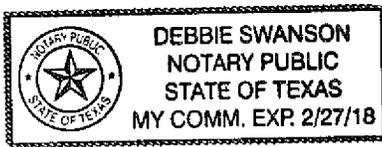
By: 
Todd Petty, Vice President

THE STATE OF TEXAS §
 §
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority, on this day personally appeared Todd Petty, known to me to be the person whose name is subscribed to the foregoing instrument; he acknowledged to me he is the Vice President and duly authorized representative of Greenway LG, Inc., a Texas corporation, as the general partner of Greenway Liberty Grove, LP., a Texas limited partnership, on behalf of said corporation and limited partnership and he executed said instrument for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 24 day of 2014, ~~2012~~₁₄


Notary Public in and for the State of Texas



Return Documents to:

Declarant
Greenway Investment Company
2808 Fairmount, Suite 100
Dallas, Texas 75201

EXHIBIT A

EASEMENT TRACT DEPICTION

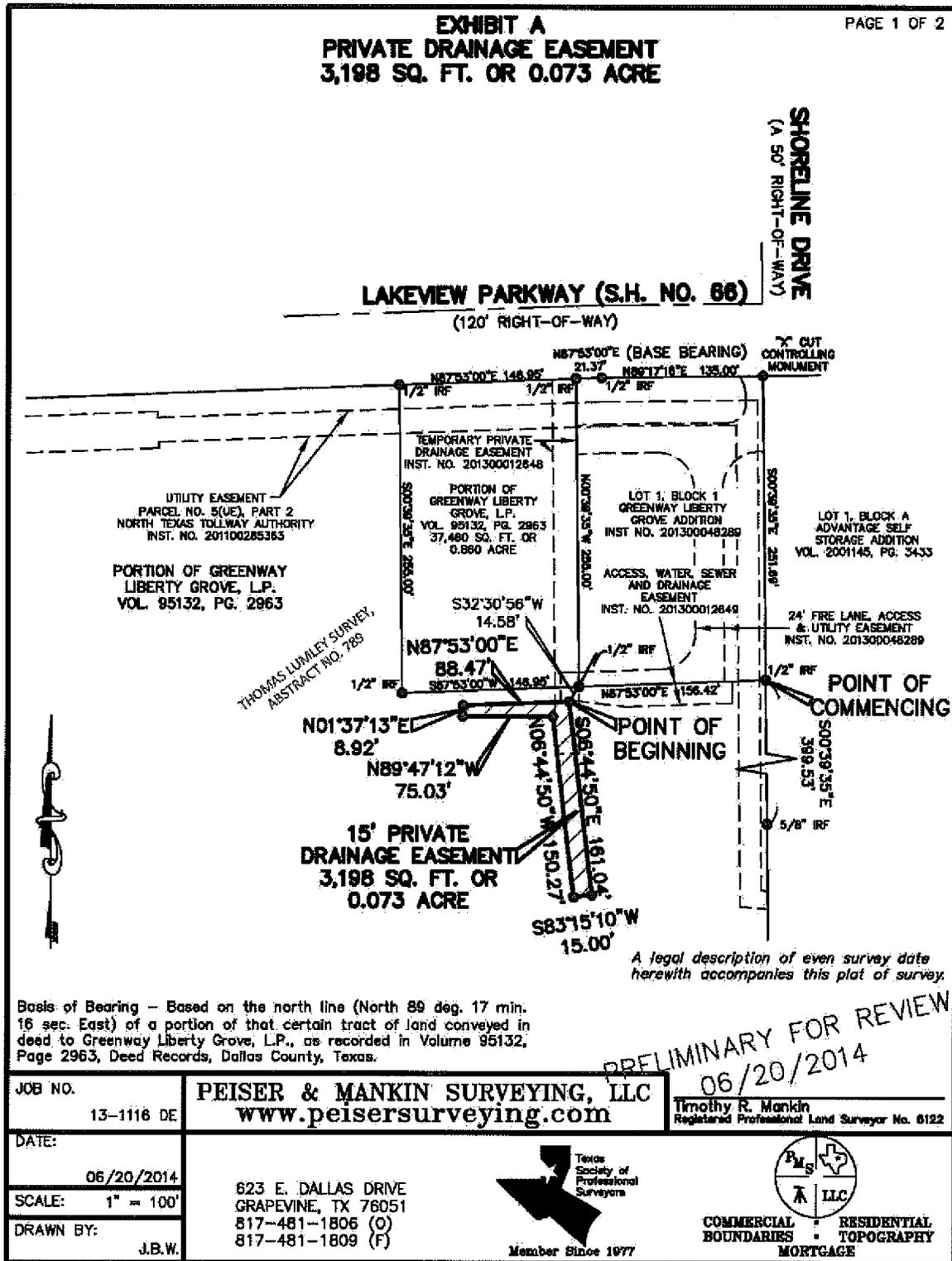


EXHIBIT B**EASEMENT TRACT LEGAL DESCRIPTION**

Being a 0.073 acre tract of land situated in the Thomas Lumley Survey, Abstract No. 789, City of Rowlett, Dallas County, Texas, and being a portion of that certain tract of land conveyed in deed to Greenway Liberty Grove, L.P., as recorded in Volume 95132, Page 2963, Deed Records, Dallas County, Texas, and being more particularly described as follows:

COMMENCING at a 1/2 inch iron rod found for the Southeast corner of Lot 1, Block 1, Greenway Liberty Grove Addition, an addition to the City of Rowlett, Dallas County, Texas, according to the plat thereof recorded under Instrument Number 201300048289, Official Public Records, Dallas County, Texas, same being in the East line of said Greenway tract, same being in the West line of Lot 1, Block A, Advantage Self Storage Addition, an addition to the City of Rowlett, Dallas County, Texas, according to the plat thereof recorded in Volume 2001145, Page 3433, Map Records, Dallas County, Texas;

THENCE South 87 deg. 53 min. 00 sec. West, along the common line of said Greenway tract and said Lot 1, Block 1, Greenway Liberty Grove Addition, a distance of 156.42 feet to a 1/2 inch iron rod found for the Southwest corner of said Lot 1, Block 1, Greenway Liberty Grove Addition;

THENCE through the interior of said Greenway tract as follows:

South 32 deg. 30 min. 56 sec. West, a distance of 14.58 to a point for the Northeast corner of the herein described tract, same being the POINT OF BEGINNING;

South 06 deg. 44 min. 50 sec. East, a distance of 161.04 feet to a point for the Southeast corner of the herein described tract;

South 83 deg. 15 min. 10 sec. East, a distance of 15.00 feet to a point for the for the most southerly Southwest corner of the herein described tract;

North 06 deg. 44 min. 50 sec. West, a distance of 150.27 feet to a point for internal corner;

North 89 deg. 47 min. 12 sec. West, a distance of 75.03 feet to a point for the most northerly Southwest corner of the herein described tract;

North 01 deg. 37 min. 13 sec. East, a distance of 8.92 feet to a point for the Northwest corner of the herein described tract;

North 87 deg. 53 min. 00 sec. East, a distance of 88.47 feet to the POINT OF BEGINNING and containing 3,198 square feet or 0.073 acres of computed land, more or less.

**Filed and Recorded
Official Public Records
John F. Warren, County Clerk
Dallas County, TEXAS
06/25/2014 04:46:35 PM
\$54.00
201400159594**




Exhibit B



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 8A

TITLE

Consider action to approve a resolution amending the Munis Enterprise Resource Planning Software system contract with Tyler Technologies, Incorporated for the purchase of a Human Resources Information Systems module in the amount of \$80,478 and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said contract amendment.

STAFF REPRESENTATIVE

John Murray, Director of Human Resources and Risk Management
Alan Guard, Chief Financial Officer

SUMMARY

The City of Rowlett has not had a formal Human Resources Information System (HRIS). Currently staff uses NeoGov for applicant tracking, but does not have an automated system to track certifications, training, evaluations and other relevant data. Timekeeping and payroll are currently performed with ADP. The ADP system has been an improvement over the previous payroll system; however, with the implementation of the Munis ERP system, it is necessary to consider a new software system that will integrate with the new core financial system.

Staff has evaluated two systems to replace the current timekeeping and payroll system and provide a much-needed and robust HRIS to integrate the human resources function with other automated systems. The purpose of this agenda item is to recommend action to acquire the Munis Human Resources Information System software from Tyler Technologies. This product will integrate with the current implementation of the Munis Enterprise Resource Planning software. City Council was briefed on this purchase at the July 15, 2014, Work Session.

BACKGROUND INFORMATION

The City of Rowlett, began implementation of the ADP timekeeping and payroll system in 2009 and went live in July of 2010. This implementation was done in response to several issues with the paper system that had been in place, primarily in regards to 24/7 operations like Fire Rescue. The ADP product is a hosted solution that costs the City approximately \$94,000 per year. As staff prepared the RFP for the Enterprise Resource Planning (ERP) software, ADP indicated that its product did not interface in real time with the various ERP systems on the market. Therefore, as part of the RFP process for a new ERP system, vendors were asked to provide an HRIS/Timekeeping/Payroll module as part of their response. In addition, staff investigated the potential of using a solution proposed by Kronos, one of the leaders in timekeeping and human resources management. Kronos is also the owner of TeleStaff, a unique product that provides for timekeeping and scheduling for 24/7 operations like Police and Fire.

Munis provided a quote for its HRIS system as part of their response to the City's RFP. Staff did not include this in the recommendation when Munis was acquired because additional due diligence was necessary in order to find the best solution for Human Resources, Payroll and the Public Safety departments. Staff has now conducted on-site demonstrations for both products, received proposals from both firms and has identified a hybrid solution that will not only bring the best of both worlds but provide for significant budget savings over time.

DISCUSSION

The City of Rowlett is in need of replacing the ADP timekeeping and payroll system with an integrated solution for these functions that also includes applicant tracking, human resources management and public safety time management and scheduling. While the current system was a dramatic improvement over the one it replaced in 2010, it will not interface with the Munis ERP system (currently in implementation) and does not provide any functionality for the Human Resources Department. Further, the current system does not provide an automated time management system for public safety departments requiring laborious spreadsheets for timekeeping and scheduling purposes and manual processes to address sick and vacation leave requests.

Staff has taken the past several months to perform proper due diligence on two solutions. Munis offered an HRIS module as part of its proposal. Staff has conducted a demonstration of the software to ensure it meets the requirements for payroll, budget projections, applicant tracking and on-boarding, and tracking for certifications, training and evaluations. While it meets most of the requirements, it lacks two necessary requirements – it does not have a time clock system, which are used by certain departments (Public Works, Parks and Recreation, Library, etc.), and it does not have a scheduling function for public safety employees.

Staff has also had conversations with Kronos, an industry leader in timekeeping and HRIS solutions. Kronos has also acquired the TeleStaff product, a unique product that is designed to assist in the management of 24/7 operations, specifically Police and Fire Rescue operations. Kronos representatives provided an on-site demonstration of the TeleStaff product for Public Safety management to ensure that it provided the capabilities needed to streamline scheduling and provide a robust level of automated timekeeping and personnel management. Kronos also proposed their HRIS system including applicant tracking, on-boarding, and certification, training and evaluation tracking. The primary issue with the Kronos general timekeeping and payroll system was that it did not interface with the Munis financial system in real time. A second issue of the Kronos comprehensive solution was cost. The total cost of the proposal by Kronos was in excess of \$550,000.

After considering both proposals, it is staff's recommendation that the City pursue a hybrid solution by acquiring the Munis HRIS/Payroll system and time clocks and TeleStaff from Kronos. This acquisition will provide the most integration with the ERP system, streamlining and efficiencies for Public Safety, Human Resources and Accounting/Payroll, and long-term budget savings.

Return on Investment - As with other technology projects, staff understands the necessity to show a significant return on investment, or ROI. The primary areas where this will be realized include Budget, Public Safety and Human Resources, and overall financial savings over the life of the project compared to the current ADP solution.

In Fire Rescue, timekeeping and scheduling is currently managed manually through a set of spreadsheets by the Assistant Chief and the Battalion Chiefs. This takes, on average, 36 hours per month at a cost of \$1,584. If Fire Rescue were to use TeleStaff, it would **save approximately 285 hours per year at a value of \$12,540** in staff time. The system can also be used to make call outs to groups that volunteer for the City including RACES and CERT.

Like Fire Rescue, the Police Department staff is currently utilizing Excel spreadsheets to do patrol scheduling. This consists of eight different Sergeants making entries into Excel spreadsheets to schedule approximately 40 patrol officers. Sergeants are currently utilizing a manual call back and email system if they need to fill an overtime position. This type of manual system is both labor intensive and time consuming. It takes approximately 20 hours per pay period to manage at a cost of \$695, or \$18,070 per year.

To use the current ADP payroll system, police officers input their time, which is then checked by their Sergeant and then command staff. Once all of the Commanders have checked their division personnel, the entries are reviewed by the Chief's office. One problem with the current system is that it is labor intensive. Another issue with the current system is that ADP doesn't track holiday time in the system's accrued balance bank. This means that the Department's administrative assistants must utilize manual systems to track holiday time for the employees in each different division. For Command staff, this takes about eight hours per pay period and for the Administrative Assistants about four hours per pay period. This costs \$412 per pay period or \$10,712 per year.

The main advantage for the police department to switch to TeleStaff would be that the new system can achieve all our payroll and scheduling issues with one software solution. TeleStaff will allow us to schedule personnel, complete payroll (with all types of accrued time management) and the system can be set up to do automatic call backs for work vacancies. The new system should free up personnel time and be an efficient way to enter, edit and track payroll and accrued time balances. Even if the time spent performing these functions was only reduced by 50 percent, it would still **save 416 hours per year valued at \$14,391** in staff time.

In the current budget process, the Budget Officer prepares salary projections on spreadsheets for each division/department. This process must be done manually and takes about a week. While the savings here would not be big, the significant opportunity here is that with an integrated HRIS/Payroll system, the Budget Officer will be able to prepare multiple scenarios regarding compensation effortlessly to improve short-term and long-term budget projections. These scenarios will provide improved information for the City Manager and Council as it develops its compensation and overall budget strategy.

The Human Resources Department currently tracks information using spreadsheets. This makes it laborious and cumbersome to track certifications, commercial driver licenses, EEOC information, vacancy amounts, workers' compensation and other information that Human Resources is required to report on a regular basis. In addition, special reports are requested daily by other departments and outside sources as well. The number of hours staff spends preparing this information and these reports is 30 at a cost of \$1,350 on a monthly basis. Implementing the new software would reduce time spent preparing this information by 2/3 **saving 237 hours per year valued at \$10,665** in staff time.

The use of TeleStaff and Munis for these four departments would save 938 hours valued at \$37,596 annually. These are but a few examples of the efficiencies expected to be gained.

FINANCIAL/BUDGET IMPLICATIONS

The recommended hybrid solution will cost \$761,200 over ten years. Beginning in year two, this solution is only \$4,141 more than the current arrangement with ADP and neoGov. Beginning in year six, the hybrid solution is \$69,221 less per year than the current arrangement. Over the ten-year life cycle of the project, the overall costs are \$278,800 less than the current solution and \$323,566 less than a full Kronos solution.

Year	Year 1-5	Year 6-10	Total
Current	\$520,000	\$520,000	\$1,040,000
Kronos*	\$853,616	\$231,150	\$1,084,766
Hybrid* (Recommended)	\$587,305	\$173,895	\$761,200
<i>Solutions do not include inflationary effects.</i>			

*Note – Year 1 for Kronos and the recommended hybrid solution include 6 months of expense for use of ADP and the annual subscription for NeoGov. The annual costs include a five-year lease payment at 3.5 percent interest, annual subscription costs for hosting of the Kronos and TeleStaff software, and annual maintenance for Munis HRIS Payroll. Beginning in Year 6, the lease payments will be completed and the annual cost for the hybrid solution will drop to \$34,779, or \$69,221 less annually than the current arrangement with ADP.

RECOMMENDED ACTION

City staff recommends the City Council adopt a resolution amending the Munis Enterprise Resource Planning Software system contract with Tyler Technologies, Incorporated for the purchase of a Human Resources Information Systems module in the amount of \$80,478 and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said contract amendment.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AMENDING THE MUNIS ENTERPRISE RESOURCE PLANNING SYSTEM CONTRACT WITH TYLER TECHNOLOGIES, INCORPORATED FOR THE PURCHASE OF A HUMAN RESOURCES INFORMATION SYSTEMS MODULE IN THE AMOUNT OF \$80,478; AUTHORIZING THE CITY

MANAGER, AFTER CITY ATTORNEY APPROVAL, TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID CONTRACT AMENDMENT AND ISSUE PURCHASE ORDERS FOR SAID PURCHASE PURSUANT TO APPROVAL; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary to replace the existing NeoGov software system used by the Human Resources Department and all City departments, and it is most advantageous to acquire the Munis Human Resources Information Systems module which seamlessly interfaces with the Enterprise Resource Planning Software system; and

WHEREAS, on February 18, 2014, the City Council approved Resolution 009-14 awarding the proposal for the purchase of an Enterprise Resource Planning System (ERP) from Tyler Technologies, Incorporated in the amount of \$833,245 as per RFP #2013-21 in accordance with the Texas Local Government Code; and

WHEREAS, City staff researched Human Resources Information Systems modules and found the Munis Human Resources Information Systems module to be the most efficient and cost effective solution for the City of Rowlett; and

WHEREAS, City staff recommends approval of this amendment to the contract with Tyler Technologies, Incorporated; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to amend the Munis Enterprise Resource Planning Software system contract with Tyler Technologies, Incorporated for the purchase of the Human Resources Information Systems module in accordance with the foregoing recommendations of City staff.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City Council of the City of Rowlett does hereby amend the Munis Enterprise Resource Planning Software system contract with Tyler Technologies, Incorporated for the purchase of a Human Resources Information Systems module in the amount of \$80,478.

Section 2: That the City Council does hereby authorize the City Manager, after City Attorney approval, to execute the necessary documents to amend the Munis Enterprise Resource Planning Software system contract with Tyler Technologies, Incorporated for the purchase of a Munis Human Resources Information Systems module, and to issue appropriate purchase orders, to conform to this resolution.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENT

Exhibit A – Quote for HRIS module



Quoted By: David Carl
 Date: 5/14/2014
 Quote Expiration: 11/10/2014
 Quote Name: City of Rowlett-ERP-Additional Software PR/HR/AT
 Quote Number: 2014-8500
 Quote Description: City of Rowlett Munis Payroll and HR systems Quote 051414

Sales Quotation For

City of Rowlett
 P.O. Box 99
 Rowlett, Texas 75030-0099
 Phone (972) 412-6100

Tyler Software and Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Payroll/HR:						
Payroll w/ESS	\$16,100.00	13 @ \$1,275.00	\$16,575.00	\$18,800.00	\$51,475.00	\$2,898.00
HR Management	\$7,700.00	5 @ \$1,275.00	\$6,375.00	\$0.00	\$14,075.00	\$1,386.00
Applicant Tracking	\$2,750.00	2 @ \$1,275.00	\$2,550.00	\$0.00	\$5,300.00	\$495.00
Sub-Total:	\$26,550.00		\$25,500.00	\$18,800.00	\$70,850.00	\$4,779.00
<i>Less Discount:</i>	<i>\$5,310.00</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,310.00</i>	<i>\$4,779.00</i>
TOTAL:	\$21,240.00	20	\$25,500.00	\$18,800.00	\$65,540.00	\$0.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Estimated Travel Expenses	1	\$9,738.00	\$0.00	\$9,738.00
PR Positive Pay Export Format	1	\$3,000.00	\$0.00	\$3,000.00
Tyler Forms Library - Payroll	1	\$1,200.00	\$0.00	\$1,200.00
Tyler Forms Library - Personnel Action	1	\$1,000.00	\$0.00	\$1,000.00
TOTAL:				\$14,938.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$21,240.00	\$0.00
Total Tyler Services	\$59,238.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$80,478.00	\$0.00
Contract Total	\$80,478.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Payroll - Option 10 Certifications - B	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 11 Education - B	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 1 Deductions - B	\$1,800.00	\$0.00	\$1,800.00
Payroll - Option 2 Accrual Balances - B	\$1,500.00	\$0.00	\$1,500.00
Payroll - Option 3 Accumulators - B	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 4 Check History - B	\$1,200.00	\$0.00	\$1,200.00
Payroll - Option 5 Earning/Deduction Hist - B	\$2,500.00	\$0.00	\$2,500.00
Payroll - Option 6 Applicant Tracking - B	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 7 PM Action History - B	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 8 Position Control - B	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 9 State Retirement Tables - B	\$1,400.00	\$0.00	\$1,400.00
Payroll - Standard - B	\$2,000.00	\$0.00	\$2,000.00
	TOTAL:		\$18,800.00

Optional Tyler Software & Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Payroll/HR:						
Professional Development	\$5,500.00	2 @ \$1,275.00	\$2,550.00	\$0.00	\$8,050.00	\$990.00
Other:						
Payroll Tax Table Updates	\$0.00	0 @ \$1,275.00	\$0.00	\$0.00	\$0.00	\$1,000.00
TOTAL:	\$5,500.00	2	\$2,550.00	\$0.00	\$8,050.00	\$1,990.00

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Applicant Tracking	\$2,750.00	\$550.00	\$2,200.00	\$495.00	\$495.00	\$0.00
HR Management	\$7,700.00	\$1,540.00	\$6,160.00	\$1,386.00	\$1,386.00	\$0.00
Payroll w/ESS	\$16,100.00	\$3,220.00	\$12,880.00	\$2,898.00	\$2,898.00	\$0.00
TOTAL:	\$26,550.00	\$5,310.00	\$21,240.00	\$4,779.00	\$4,779.00	\$0.00

Comments

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Pricing for optional items will be held for six (6) months from the quote date.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler Forms Payroll Core library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, and 1099 R.

Personnel Actions Forms Library includes: 1 Personnel Action form - New and 1 Personnel Action Form - Change.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 8B

TITLE

Consider action to approve a resolution awarding the bid for the purchase of a Kronos TeleStaff Time Management System and other time keeping equipment to immixTechnology, Incorporated in the amount of \$285,880.92 through the Texas Comptroller of Public Accounts and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said purchase.

STAFF REPRESENTATIVE

John Murray, Director of Human Resources and Risk Management
Alan Guard, Chief Financial Officer

SUMMARY

The City of Rowlett has not had a formal Human Resources Information System (HRIS). Currently staff uses NeoGov for applicant tracking, but does not have an automated system to track certifications, training, evaluations and other relevant data. Timekeeping and payroll are currently performed with ADP. The ADP system has been an improvement over the previous payroll system; however, with the implementation of the Munis ERP system, it is necessary to consider a new software system that will integrate with the new core financial system.

Staff has evaluated two systems to replace the current timekeeping and payroll system and provide a much-needed and robust HRIS to integrate the human resources function with other automated systems. The purpose of this agenda item is to recommend action to acquire the Kronos timekeeping equipment and the TeleStaff time management system for public safety departments. These products will integrate with the current implementation of the Munis Enterprise Resource Planning software to provide a robust time management system to complement the Munis HRIS/Payroll module. City Council was briefed on this purchase at the July 15, 2014, Work Session.

BACKGROUND INFORMATION

The City of Rowlett, began implementation of the ADP timekeeping and payroll system in 2009 and went live in July of 2010. This implementation was done in response to several issues with the paper system that had been in place, primarily in regards to 24/7 operations like Fire Rescue. The ADP product is a hosted solution that costs the City approximately \$94,000 per year. As staff prepared the RFP for the Enterprise Resource Planning (ERP) software, ADP indicated that its product did not interface in real time with the various ERP systems on the market. Therefore, as part of the RFP process for a new ERP system, vendors were asked to provide an HRIS/Timekeeping/Payroll module as part of their response. In addition, staff investigated the potential of using a solution proposed by Kronos, one of the leaders in timekeeping and human

resources management. Kronos is also the owner of TeleStaff, a unique product that provides for timekeeping and scheduling for 24/7 operations like Police and Fire.

Munis provided a quote for its HRIS system as part of their response to the City's RFP. Staff did not include this in the recommendation when Munis was acquired because additional due diligence was necessary in order to find the best solution for Human Resources, Payroll and the Public Safety departments. Staff has now conducted on-site demonstrations for both products, received proposals from both firms and has identified a hybrid solution that will not only bring the best of both worlds but provide for significant budget savings over time.

DISCUSSION

The City of Rowlett is in need of replacing the ADP timekeeping and payroll system with an integrated solution for these functions that also includes applicant tracking, human resources management and public safety time management and scheduling. While the current system was a dramatic improvement over the one it replaced in 2010, it will not interface with the Munis ERP system (currently in implementation) and does not provide any functionality for the Human Resources Department. Further, the current system does not provide an automated time management system for public safety departments requiring laborious spreadsheets for timekeeping and scheduling purposes and manual processes to address sick and vacation leave requests.

Staff has taken the past several months to perform proper due diligence on two solutions. Munis offered an HRIS module as part of its proposal. Staff has conducted a demonstration of the software to ensure it meets the requirements for payroll, budget projections, applicant tracking and on-boarding, and tracking for certifications, training and evaluations. While it meets most of the requirements, it lacks two necessary requirements – it does not have a time clock system which are used by certain departments (Public Works, Parks and Recreation, Library, etc.), and it does not have a scheduling function for public safety employees.

Staff has also had conversations with Kronos, an industry leader in timekeeping and HRIS solutions. Kronos has also acquired the TeleStaff product, a unique product that is designed to assist in the management of 24/7 operations, specifically Police and Fire Rescue operations. Kronos representatives provided an on-site demonstration of the TeleStaff product for Public Safety management to ensure that it provided the capabilities needed to streamline scheduling and provide a robust level of automated timekeeping and personnel management. Kronos also proposed their HRIS system including applicant tracking, on-boarding, and certification, training and evaluation tracking. The primary issue with the Kronos general timekeeping and payroll system was that it did not interface with the Munis financial system in real time. A second issue of the Kronos comprehensive solution was cost. The total cost of the proposal by Kronos was in excess of \$550,000.

After considering both proposals, it is staff's recommendation that the City pursue a hybrid solution by acquiring the Munis HRIS/Payroll system and time clocks and TeleStaff from Kronos. This acquisition will provide the most integration with the ERP system, streamlining and

efficiencies for Public Safety, Human Resources and Accounting/Payroll, and long-term budget savings.

Return on Investment - As with other technology projects, staff understands the necessity to show a significant return on investment, or ROI. The primary areas where this will be realized include budget, Public Safety and Human Resources, and overall budget savings over the life of the project compared to the current ADP solution.

In Fire Rescue, timekeeping and scheduling is currently managed manually through a set of spreadsheets by the Assistant Chief and the Battalion Chiefs. This takes, on average, 36 hours per month at a cost of \$1,584. If Fire Rescue were to use TeleStaff, it would **save approximately 285 hours per year at a value of \$12,540** in staff time. The system can also be used to make call outs to groups that volunteer for the City including RACES and CERT.

Like Fire Rescue, the Police Department staff is currently utilizing Excel spreadsheets to do patrol scheduling. This consists of eight different Sergeants making entries into Excel spreadsheets to schedule approximately 40 patrol officers. Sergeants are currently utilizing a manual call back and email system if they need to fill an overtime position. This type of manual system is both labor intensive and time consuming. It takes approximately 20 hours per pay period to manage at a cost of \$695, or \$18,070 per year.

To use the current ADP payroll system, police officers input their time, which is then checked by their Sergeant and then command staff. Once all of the Commanders have checked their division personnel, the entries are reviewed by the Chief's office. One problem with the current system is that it is labor intensive. Another issue with the current system is that ADP doesn't track holiday time in the system's accrued balance bank. This means that the Department's administrative assistants must devise a manual system to track holiday time for the employees in each different division. For Command staff, this takes about eight hours per pay period and for the Administrative Assistants about four hours per pay period. This costs \$412 per pay period or \$10,712 per year.

The main advantage for the police department to switch to TeleStaff would be that the new system can achieve all our payroll and scheduling issues with one software solution. TeleStaff will allow us to schedule personnel, complete payroll (with all types of accrued time management) and the system can be set up to do automatic call backs for work vacancies. The new system should free up personnel time and be an efficient way to enter, edit and track payroll and accrued time balances. Even if the time spent performing these functions was only reduced by 50 percent, it would still **save 416 hours per year valued at \$14,391** in staff time.

In the current budget process, the Budget Officer prepares salary projections on spreadsheets for each division/department. This process must be done manually and takes about a week. While the savings here would not be big, the significant opportunity here is that with an integrated HRIS/Payroll system, the Budget Officer will be able to prepare multiple scenarios regarding compensation effortlessly to improve short-term and long-term budget projections. These

scenarios will provide improved information for the City Manager and Council as it develops its compensation and overall budget strategy.

The Human Resources Department currently tracks information using spreadsheets. This makes it laborious and cumbersome to track certifications, commercial driver licenses, EEOC information, vacancy amounts, workers' compensation and other information that Human Resources is required to report on a regular basis. In addition, special reports are requested daily by other departments and outside sources as well. The number of hours staff spends preparing this information and these reports is 30 at a cost of \$1,350 on a monthly basis. Implementing the new software would reduce time spent preparing this information by 2/3 **saving 237 hours per year valued at \$10,665** in staff time.

The use of TeleStaff and Munis for these four departments would save 938 hours valued at \$37,596 annually. These are but a few examples of the efficiencies expected to be gained.

FINANCIAL/BUDGET IMPLICATIONS

The recommended hybrid solution will cost \$761,200 over ten years. Beginning in year two, this solution is only \$4,141 more than the current arrangement with ADP and neoGov. Beginning in year six, the hybrid solution is \$69,221 less per year than the current arrangement. Over the ten-year life cycle of the project, the overall costs are \$278,800 less than the current solution and \$323,566 less than a full Kronos solution.

Year	Year 1-5	Year 6-10	Total
Current	\$520,000	\$520,000	\$1,040,000
Kronos*	\$853,616	\$231,150	\$1,084,766
Hybrid* (Recommended)	\$587,305	\$173,895	\$761,200
<i>Solutions do not include inflationary effects.</i>			

*Note – Year 1 for Kronos and the recommended hybrid solution include 6 months of expense for use of ADP and the annual subscription for NeoGov. The annual costs include a five-year lease payment at 3.5 percent interest, annual subscription costs for hosting of the Kronos and TeleStaff software, and annual maintenance for Munis HRIS Payroll. Beginning in Year 6, the lease payments will be completed and the annual cost for the hybrid solution will drop to \$34,779, or \$69,221 less annually than the current arrangement with ADP.

RECOMMENDED ACTION

City staff recommends the City Council adopt a resolution awarding the bid for the purchase of a Kronos TeleStaff Time Management System and other time keeping equipment to immixTechnology, Incorporated in the amount of \$285,880.92 through the Texas Comptroller of Public Accounts and authorizing the City Manager, after City Attorney approval, to execute the necessary documents for said purchase.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, AWARDING THE BID FOR THE PURCHASE OF A KRONOS TELESTAFF TIME MANAGEMENT SYSTEM AND RELATED TIME KEEPING EQUIPMENT TO IMMIXTECHNOLOGY, INCORPORATED IN THE AMOUNT OF \$285,880.92 THROUGH THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS; AND AUTHORIZING THE CITY MANAGER, AFTER CITY ATTORNEY APPROVAL, TO EXECUTE THE NECESSARY DOCUMENTS AND ISSUE PURCHASE ORDERS FOR SAID PURCHASE PURSUANT TO APPROVAL; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is desired to terminate the existing contract with Automatic Data Processing LLC for payroll and timekeeping processes used by the Human Resources Department and all City departments, and it is most advantageous to acquire the Kronos TeleStaff Time Management System and related time keeping equipment from immixTechnology, Incorporated which interfaces with the Munis Enterprise Resource Planning Software system; and

WHEREAS, City staff researched payroll and time keeping systems for Public Safety and found Kronos TeleStaff systems to be the most efficient and cost effective solution for the City of Rowlett and in particular favorable for the calculations necessary for Fire Rescue and Police; and

WHEREAS, an interlocal agreement has been established between the City of Rowlett and the Texas Comptroller of Public Accounts for said services; and

WHEREAS, competitive bids for payroll and time keeping systems have been obtained by the Texas Comptroller of Public Accounts as per Contract Number TXMAS-6-70060; and

WHEREAS, the City Council of the City of Rowlett, Texas desires to award the bid for the purchase of a Kronos TeleStaff Time Management System and other related time keeping equipment to immixTechnology, Incorporated in the amount of \$285,880.92 through a cooperative purchasing arrangement through the Texas Comptroller of Public Accounts in accordance with the foregoing recommendations of City staff.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City Council of the City of Rowlett does hereby approve and award a contract for the purchase of a Kronos TeleStaff Time Management System and other related time keeping equipment to immixTechnology, Incorporated in the amount of \$285,880.92 through the Texas Comptroller of Public Accounts.

Section 2: That the City Council does hereby authorize the City Manager, after City Attorney approval, to execute the necessary documents for said purchase and to issue appropriate purchase orders, to conform to this resolution.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENTS

Exhibit A – Hosting Fees

Exhibit B – Sales Quotation

Sales Quotation

Alan Guard
 City of Rowlett
 4004 MAIN STREET
 ROWLETT, TX 75088
 PH: 972-412-6288
 aguard@ci.rowlett.tx.us

Contract No.: OPENMARKET-IM

CAGE Code: 3CA29
DUNS No.: 09-869-2374
TAX ID#: 54-1912608
Terms: NET 30
FOB: Origin

Order/Payment Address:
 immixTechnology, Inc.
 8444 Westpark Drive, Suite 200
 McLean, VA 22102
 PH: 703-752-0610 FX: 703-752-0611
 EFT: BB&T
 Routing No. 055003308

Quote Number: QUO-495075-P0H0G7
Quote Date: 7/7/2014
Expiration Date: 8/6/2014

immixTechnology, Inc. Witt, Lyn
Contact:
 703-663-1920 lwitt@Immixgroup.com

Manufacturer Quote #:
Manufacturer Ref #:

Manufacturer Contact: Martin, Sandy
 903.883.4018 sandy.martin@Kronos.com

PLEASE REFERENCE THIS QUOTE NUMBER ON ALL PURCHASE ORDERS ISSUED AGAINST THIS QUOTE.

SERVICES SCOPE STATEMENT "CITY OF ROWLETT - 6117107 - Cloud Hosting: 2014-3833 Rev 7" IS INCORPORATED INTO THIS QUOTE.

Item	Part Number	Contract	Trans Type	Product Description	Qty	Price	Extended Price
1	HOSTING-100	OPENMARKET-IM	SUB	CLOUD HOSTING WFC BASE FEE PER MONTH** TRUSTED PRODUCT **	12	\$1,000.0000	\$12,000.00
2	HOSTING-101	OPENMARKET-IM	SUB	CLOUD HOSTING WFC PER EMPLOYEE FEE PER MONTH. 12 months X 200 Licenses @ \$1.00 per month.** TRUSTED PRODUCT **	2400	\$1.0000	\$2,400.00
3	HOSTING-117	OPENMARKET-IM	SUB	CLOUD HOSTING WORKFORCE TELESTAFF ENTERPRISE BASE FEE PER MONTH** TRUSTED PRODUCT **	12	\$1,250.0000	\$15,000.00
4	HOSTING-118	OPENMARKET-IM	SUB	CLOUD HOSTING WORKFORCE TELESTAFF ENTERPRISE PER EMPLOYEE PER MONTH. 12 months X 150 Licenses @ \$0.50 per month** TRUSTED PRODUCT **	1800	\$0.5000	\$900.00
						SUBSCRIPTION	\$30,300.00
						Grand Total	\$30,300.00

Open Market items are subject to the attached Terms and Conditions.

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.

The identified line items are Trusted Products under the immixGroup Trusted Supplier Program. immixGroup Trusted Supplier Program Policies, Commitments and Guarantees/Warranties can be obtained at: http://www.immixgroup.com/uploadedFiles/Trusted-Supplier-Program_Guarantee-and-Warranty.pdf

Sales Quotation

Alan Guard
 City of Rowlett
 4004 MAIN STREET
 ROWLETT, TX 75088
 PH: 972-412-6288
 aguard@ci.rowlett.tx.us

Contract No.: TXMAS-6-70060

CAGE Code: 3CA29
DUNS No.: 09-869-2374
TAX ID#: 54-1912608
Terms: NET 30
FOB: Destination

Order/Payment Address:
 immixTechnology, Inc.
 8444 Westpark Drive, Suite 200
 McLean, VA 22102
 PH: 703-752-0610 FX: 703-752-0611
 EFT: BB&T
 Routing No. 055003308

Quote Number: QUO-495076-Q4P3X6
Quote Date: 7/7/2014
Expiration Date: 8/6/2014

immixTechnology, Inc. Witt, Lyn
Contact:
 703-663-1920 lwitt@Immixgroup.com

Manufacturer Quote #:
Manufacturer Ref #:

Manufacturer Contact: Martin, Sandy
 903.883.4018 sandy.martin@Kronos.com

PLEASE REFERENCE THIS QUOTE NUMBER ON ALL PURCHASE ORDERS ISSUED AGAINST THIS QUOTE.

- INCLUDED AT NO CHARGE:
 8100166-001 - ESD SW KIT,WFC SUITE V7.0 X 1
 8800171-001 - WORKFORCE INTEGRATION MANAGER V7 TO TELESTAFF V2/V4 X 1
 8800171-001-GM - WORKFORCE INTEGRATION MANAGER V7 TO TELESTAFF V2/V4, Gold Maintenance X 1
 8100174-001 - ESD SW KIT,WIM I/F TEMPLATE FOR WTK V7.0 TO TELESTAFF V2.9/V4 INTEGRATION X 1
 8609002-001 - NORTH AMERICA POWER KIT FOR EXTERNAL OUTLET, INTOUCH STD X 10
 8100178-001 - ESD SW KIT,TELESTAFF ENTERPRISE V4.0 X 1
 8604141-001 - WORKFORCE TELESTAFF GATEWAY MGR V4 I/F TO WFC V6/V7 X 1

SERVICES SCOPE STATEMENTS "City of Rowlett - TeleStaff SSS - CR - 122013 R5" and "City of Rowlett - Workforce Central Implementation: 2014-2974 R9" ARE INCORPORATED INTO THIS QUOTE.

Item	Part Number	Contract	Trans Type	Product Description	Qty	Price	Extended Price
1	8800144-000	TXMAS-6-70060	LIC	Workforce Timekeeper v7 - per employee** TRUSTED PRODUCT **	200	\$29.5000	\$5,900.00
2	8800144-000-GM	TXMAS-6-70060	MNT	Workforce Timekeeper v7 - per employee Gold Maintenance** TRUSTED PRODUCT **	200	\$6.4900	\$1,298.00
3	8800147-000	TXMAS-6-70060	LIC	Managers for Workforce Central v7 - per Mgr** TRUSTED PRODUCT **	25	\$231.0000	\$5,775.00
4	8800147-000-GM	TXMAS-6-70060	MNT	Managers for Workforce Central v7 - per Mgr Gold Maintenance** TRUSTED PRODUCT **	25	\$50.8200	\$1,270.50
5	8800146-000	TXMAS-6-70060	LIC	Workforce Employee v7 - per employee** TRUSTED PRODUCT **	200	\$20.0000	\$4,000.00
6	8800146-000-GM	TXMAS-6-70060	MNT	Workforce Employee v7 - per employee - Gold Maintenance** TRUSTED PRODUCT **	200	\$4.4000	\$880.00
7	8800152-000	TXMAS-6-70060	LIC	Workforce Absence Manager V7 - per license** TRUSTED PRODUCT **	200	\$25.5000	\$5,100.00

Item	Part Number	Contract	Trans Type	Product Description	Qty	Price	Extended Price	
8	8800152-000-GM	TXMAS-6-70060	MNT	Workforce Absence Manager V7 - per license Gold Maintenance** TRUSTED PRODUCT **	200	\$5.6100	\$1,122.00	
9	8800154-000	TXMAS-6-70060	LIC	Workforce Integration Manager V7 - per Employee** TRUSTED PRODUCT **	200	\$6.5000	\$1,300.00	
10	8800154-000-GM	TXMAS-6-70060	MNT	Workforce Integration Manager V7 - per Employee- Gold Maintenance** TRUSTED PRODUCT **	200	\$1.4300	\$286.00	
11	8800156-000	OPENMARKET-IM	LIC	Workforce Mobile Employee V7** TRUSTED PRODUCT **	100	\$4.0000	\$400.00	
12	8800156-000-GM	OPENMARKET-IM	MNT	Workforce Mobile Employee V7 - Gold Maintenance** TRUSTED PRODUCT **	100	\$0.8800	\$88.00	
13	8800158-000	TXMAS-6-70060	LIC	Workforce Tablet v7- per employee** TRUSTED PRODUCT **	15	\$49.5000	\$742.50	
14	8800158-000-GM	TXMAS-6-70060	MNT	Workforce Tablet v7- per employee -Gold Maintenance** TRUSTED PRODUCT **	15	\$10.8900	\$163.35	
Group Total:							\$28,325.35	
15	8609000-022	TXMAS-6-70060	HW	Kronos InTouch, H3 Standard Enclosure, with Magnetic Stripe Card Reader** TRUSTED PRODUCT **	10	\$2,247.0000	\$22,470.00	
16	99X9000-022	TXMAS-6-70060	HW MNT	Kronos InTouch, H3 Standard Enclosure, with Magnetic Stripe Card Reader Depot Exchange** TRUSTED PRODUCT **	10	\$231.5200	\$2,315.20	
Group Total:							\$24,785.20	
17	9990002-ONL-PM	TXMAS-6-70060	SVC	Momentum Online Remote Team - Project Manager (per hour)** TRUSTED PRODUCT **	10	\$208.1600	\$2,081.60	
18	9990002-ONL-TC	TXMAS-6-70060	SVC	Momentum Online Remote Team - Technical Consultant (per hour)** TRUSTED PRODUCT **	24	\$208.1600	\$4,995.84	
19	9990059-PRO-SC	TXMAS-6-70060	SVC	Professional Services - Advanced Configuration TeleStaff Solution Consultant** TRUSTED PRODUCT **	24	\$169.0000	\$4,056.00	
20	9990002-ENT-TC	TXMAS-6-70060	SVC	Momentum Enterprise - Technical Consultant (per hour) Solution Consultant** TRUSTED PRODUCT **	260	\$187.4300	\$48,731.80	
21	9990002-ENT-TC	TXMAS-6-70060	SVC	Momentum Enterprise - Technical Consultant (per hour)** TRUSTED PRODUCT **	40	\$208.1600	\$8,326.40	
22	9990002-ENT-PM	TXMAS-6-70060	SVC	Momentum Enterprise - Project Manager (per hour)** TRUSTED PRODUCT **	42	\$208.1600	\$8,742.72	
Group Total:							\$76,934.36	
23	ED-SUBSCRIPTION - 400-1500	TXMAS-6-70060	LIC	KnowledgePass Ed Services Subscription 400-1500** TRUSTED PRODUCT **	1	\$1,616.5100	\$1,616.51	

Item	Part Number	Contract	Trans Type	Product Description	Qty	Price	Extended Price
24	BAYG-TRAINPTS	TXMAS-6-70060	TR	Bill As You Go - Training Points: Generic Training Points to be used for any training class. Bill as you go Training Points (invoiced upon delivery or attendance)** TRUSTED PRODUCT **	13400	\$0.8400	\$11,256.00
Group Total:							\$12,872.51
25	8604138-000	TXMAS-6-70060	LIC	Workforce TeleStaff Enterprise v4** TRUSTED PRODUCT **	150	\$94.5000	\$14,175.00
26	8604138-000-PM	TXMAS-6-70060	MNT	Platinum Maintenance for Workforce TeleStaff Enterprise v4** TRUSTED PRODUCT **	150	\$23.6300	\$3,544.50
27	8604139-000	TXMAS-6-70060	LIC	Workforce TeleStaff Global Access** TRUSTED PRODUCT **	150	\$17.9400	\$2,691.00
28	8604139-000-PM	TXMAS-6-70060	MNT	Platinum Maintenance for Workforce TeleStaff Global Access** TRUSTED PRODUCT **	150	\$4.4800	\$672.00
29	8604143-000	TXMAS-6-70060	LIC	Workforce TeleStaff Contact Manager v4** TRUSTED PRODUCT **	150	\$10.7700	\$1,615.50
30	8604143-000-PM	TXMAS-6-70060	MNT	Platinum Maintenance for Workforce TeleStaff Contact Manager v4** TRUSTED PRODUCT **	150	\$2.6900	\$403.50
31	8604142-000	TXMAS-6-70060	LIC	Workforce TeleStaff Institution Focus v4** TRUSTED PRODUCT **	150	\$4.0000	\$600.00
32	8604142-000-PM	TXMAS-6-70060	MNT	Platinum Maintenance for Workforce TeleStaff Institution Focus v4** TRUSTED PRODUCT **	150	\$1.0000	\$150.00
33	8604140-001	TXMAS-6-70060	LIC	Workforce TeleStaff Gateway Manager v4** TRUSTED PRODUCT **	1	\$0.0000	\$0.00
34	8604140-001-PM	TXMAS-6-70060	MNT	Platinum Maintenance for Workforce TeleStaff Gateway Manager v4** TRUSTED PRODUCT **	1	\$600.0000	\$600.00
Group Total:							\$24,451.50
35	9990056-PRO-AC	TXMAS-6-70060	SVC	Professional Services - Base Deployment TeleStaff Application Consultant** TRUSTED PRODUCT **	184	\$169.0000	\$31,096.00
36	9990079-PRO-TC	TXMAS-6-70060	SVC	Professional Services - Technical Services TeleStaff Technical Consultant** TRUSTED PRODUCT **	8	\$212.0000	\$1,696.00
37	9990059-PRO-SC	TXMAS-6-70060	SVC	Professional Services - Advanced Configuration TeleStaff Solution Consultant** TRUSTED PRODUCT **	180	\$169.0000	\$30,420.00
Group Total:							\$63,212.00
38	TRAVEL	OPENMARKET-IM	TRAVEL	Travel and Living Expenses, Billed as incurred per the JTR. All Travel receipts must be submitted upon invoicing.** TRUSTED PRODUCT **	25000	\$1.0000	\$25,000.00
Group Total:							\$25,000.00

HARDWARE	\$22,470.00
HARDWARE MAINTENANCE	\$2,315.20

LICENSE	\$43,915.51
SW MAINTENANCE	\$10,477.85
SERVICES	\$140,146.36
TRAINING	\$11,256.00
TRAVEL	\$25,000.00
Grand Total	\$255,580.92

Subject to the Terms and Conditions of Contract Number TXMAS-6-70060.

Open Market items are subject to the attached Terms and Conditions.

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.

The identified line items are Trusted Products under the immixGroup Trusted Supplier Program. immixGroup Trusted Supplier Program Policies, Commitments and Guarantees/Warranties can be obtained at: http://www.immixgroup.com/uploadedFiles/Trusted-Supplier-Program_Guarantee-and-Warranty.pdf



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 8C

TITLE

Consider action to approve a resolution to place a proposal to adopt a tax rate for Fiscal Year 2014-2015 (FY2015) on the agenda of a future meeting and schedule two public hearings.

STAFF REPRESENTATIVE

Alan Guard, Chief Financial Officer

SUMMARY

Truth-in-taxation is a concept embodied in the Texas Constitution and the Tax Code that requires local taxing units to make taxpayers aware of tax rate proposals. When a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. This vote must be recorded. The proposal must specify the desired rate. A taxing unit cannot vote to adopt a proposal to increase taxes by an unspecified amount. If the motion passes, the governing body must schedule two public hearings on the proposal.

BACKGROUND INFORMATION

There are four principles to truth-in-taxation:

- Property owners have the right to know about increases in their properties' appraised value and to be notified of the estimated taxes that could result from the new value.
- A taxing unit must publish its effective and rollback tax rates before adopting an actual tax rate.
- A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the rollback rate or the effective tax rate.
- If a taxing unit adopts a rate that exceeds the rollback rate, voters may petition for an election to limit the rate to the rollback rate.

The effective rate is a calculated rate that would provide the taxing unit with about the same amount of revenue it received in the prior year on properties taxed in both years. If property values rise, the effective tax rate will go down and vice versa. The rollback rate provides the taxing unit with about the same amount of tax revenue it spent the previous year for day-to-day operations, plus an extra eight percent increase for those operations, in addition to sufficient funds to pay debts in the coming year.

DISCUSSION

City staff presented the Proposed Budget for Fiscal Year 2014-2015 tonight, August 5, 2014, during the City Council Work Session. The proposed budget was prepared with an operations

and maintenance tax rate of \$0.559770 and a debt service tax rate of \$0.237403 for a total tax rate of \$0.797173 per \$100 of taxable value.

The effective tax rate, which shows the relation between prior year's revenue and the current year's value, has been calculated by the Dallas County Tax Assessor-Collector to be \$0.712923. The rollback rate, which is the maximum rate that can be applied and not be subjected to a rollback petition, has been calculated by the Dallas County Tax Assessor-Collector to be \$0.757555. These rates will be published in the local newspaper, the City's website, and the government access cable channel as required by State law.

	FY 2013-2014 Adopted	FY 2014-2015 Proposed	FY 2014-2015 Effective	FY 2014-2015 Rollback
O & M	0.504773	0.559770	0.475520	0.520152
Debt	0.242400	0.237403	0.237403	0.237403
Total	0.747173	0.797173	0.712923	0.757555

The proposed tax rate to be considered is \$0.797173, which is more than the effective tax rate. When a proposed tax rate exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. If the motion passes, the governing body must schedule two public hearings on the proposal. City staff proposes that these two public hearings be held on Tuesday, August 19, 2014, and Tuesday, September 2, 2014 at 7:30 pm. These public hearings will be held in the City Council Chambers, located in City Hall at 4000 Main Street, Rowlett, Texas.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Staff recommends Council approve a resolution to place a proposal to adopt the FY2014-2015 tax rate on the agenda of a future meeting as an action item and scheduling two public hearings on the proposal.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, TO PLACE A PROPOSAL TO ADOPT THE FY2014-2015 TAX RATE ON THE AGENDA OF A FUTURE MEETING AS AN ACTION ITEM AND SCHEDULING TWO PUBLIC HEARINGS ON THE PROPOSAL.

WHEREAS, this City Council deems it advisable to give notice of intention to propose the tax rate of the City of Rowlett, Texas as hereinafter provided; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and public notice of the meeting was given, all as required by Chapter 551, Texas Government Code.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That notice of an effective tax rate and a rollback tax rate for the City of Rowlett, Texas for Fiscal Year 2014-2015 is hereby authorized to be published as required by law.

Section 2: That notice of public hearings on tax increases for the City of Rowlett, Texas for Fiscal Year 2014-2015 is hereby authorized to be published as required by law.

Section 3 That the City Secretary shall cause said notice to be published in a newspaper, of general circulation in the area of the City, as required by law, for at least 7 days prior to the date of the two public hearings.

Section 4: This resolution shall become effective immediately upon its passage.



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 08/05/14

AGENDA ITEM: 8D

TITLE

Present the Community Development Block Grant Program – 2014 Annual Plan; conduct a public hearing requesting citizen input on participation in the program; consider a resolution supporting participation in the Community Development Block Grant programs, adopting the 2014 Community Development Block Grant Annual Plan; and authorize the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

STAFF REPRESENTATIVE

Marc Kurbansade, Director of Development Services.

SUMMARY

The City of Rowlett will be receiving \$186,209 in Community Development Block Grant (CDBG) funds for the 2014 Plan year (October 1, 2014 – September 30, 2015). The purpose of this item is to conduct a required public hearing and provide authorization to the City Manager to transmit the 2014 Annual Plan to HUD. The Annual Plan contains the allocation of funds by program for the 2014 Plan year.

BACKGROUND INFORMATION

On August 2, 2011, the City Council approved the 2011-2015 Community Development Block Grant Consolidated Plan. The 2011-2015 Consolidated Plan is the comprehensive planning document that details how the City will spend its federal funds during the 5-year period. Concurrent with the adoption of the Consolidated Plan and each successive year, the City has adopted Annual Plans in 2011, 2012, and 2013. The 2014 Annual Plan will detail the proposed usage of the CDBG funds for the next year starting October 1, 2014 and concluding September 30, 2015.

On May 20, 2014, City Council approved a Substantial Amendment to the 2011-2015 Consolidated Plan and the 2013 Annual Plan. The purpose of this amendment was to reallocate funds to a new Housing Rehabilitation program and a new Public Service (Life Message, Inc.) program.

A City Council Work Session was conducted on July 15, 2014, to discuss the allocation of funds by program. The allocation of funds included in the 2014 Annual Plan to be transmitted represents the consensus reached by City Council at this Work Session.

DISCUSSION

The City of Rowlett will be receiving \$186,209 in Community Development Block Grant (CDBG) funds for the fiscal year beginning October 1, 2014. As required by federal regulations, CDBG funds may be used to support projects that assist low-income citizens, remove slum and blight, or for urgent needs (disaster relief). Eligible activities include Affordable Housing projects, such as Housing Rehabilitation, Homebuyers Assistance, and Acquisition; Public Services; Code Enforcement; Demolition; and improvements to Public Facilities, such as Parks, Streets, and Community Centers.

As required by HUD, two public hearings were held on July 2, 2014, at 10:00am and 6:00pm. In addition, a public hearing will be conducted this evening (August 5, 2014). The purpose of these public hearings is to obtain citizen comments regarding community needs and priorities for eligible programs prior to the City submitting the 2014 Annual Plan to HUD by August 15, 2014. The hearings will provide information regarding the amount of assistance the City expects to receive (including anticipated program income) for the next fiscal year, the range of activities that are expected to be undertaken, the estimated amount of the anticipated funds that will be utilized to benefit low-moderate income persons, and the City's policy on minimizing displacement of any person.

The public is encouraged to attend the public hearings to provide citizen comment and input regarding the proposed priorities, funding, projects and activities. Following the public hearings and the Council's final approval on August 5, 2014, the proposed Annual Plan will be submitted to HUD by August 15, 2014. At both of the public hearings on July 2, 2014, there were no attendees present.

Consistent with the consensus received by City Council at the July 15, 2014, Work Session, the proposed budget for the 2014 Plan year is as follows:

Project Description	2014 Plan Proposed Allocation	
	Amt (%)	Amt (\$)
Housing Rehabilitation Program	32.5%	\$60,518
Public Facilities – Improvements to Isaac Scruggs Park	32.5%	\$60,519
Public Services – Funding for Life Message, Inc., a City of Rowlett non-profit organization	15.0%	\$27,931
Administration – Administrative and management costs	20.0%	\$37,241
Total Grant		\$186,209

FINANCIAL/BUDGET IMPLICATIONS

The program grant funds pay for the direct costs, including administration of the program. The administrative expenses will be as much as 20 percent (approximately \$37,241) of the approximately \$186,209 total grant amount, contingent on the programs chosen, revisions to

annual plan, revisions to the 5-Year Consolidation Plan, leaving the balance for the program funding.

The total grant amount from HUD has been reduced from prior year funding by approximately 2.6 percent, from \$191,254 to \$186,209.

RECOMMENDED ACTION

Staff recommends that City Council approve a resolution supporting participation in the Community Development Block Grant programs, adopting the 2014 Community Development Block Grant Annual Plan; and authorizing the City Manager to execute and submit all documentation and certifications to the United States Department of Housing and Urban Development (HUD).

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, ADOPTING THE 2014 ANNUAL PLAN AND AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT ALL DOCUMENTATION AND CERTIFICATIONS TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IN ORDER TO RECEIVE FUNDING THROUGH THE PROGRAMS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Rowlett has the goal of providing a safe, healthy, and quality environment for all residents in the City; and

WHEREAS, the City of Rowlett has requested funding from the United States Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program to be used to further the achievement of goals, delivery of services, and increase opportunities for residents with low-income or special needs in the City of Rowlett; and

WHEREAS, the City of Rowlett has obtained extensive statistical demographic and research information, solicited citizen input, and a 2014 Annual Plan to address identified community needs for low-income citizens and those with special needs; and

WHEREAS, the City of Rowlett has been successful in obtaining Community Development Block Grant Program funding to accomplish community goals and strategies; and

WHEREAS, the City of Rowlett is in need of executing and submitting documentation to the U. S. Department of Housing and Urban Development to receive the federal CDBG Program funds;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:

Section 1: That the City of Rowlett hereby adopts the 2014 Annual Plan, a copy of which is attached hereto as Exhibit A.

Section 2: That the City of Rowlett hereby grants, designates and delegates to the City Manager the authority to execute and submit all documentation and certifications necessary to the United States Department of Housing and Urban Development (HUD) in order to receive Community Development Block Grant (CDBG) Program funding to provide and facilitate eligible services and programs for low-income and special need residents in the City.

Section 3: This resolution shall become effective immediately upon its passage.

ATTACHMENT

Exhibit A – 2014 Annual Plan

City of Rowlett

2014 ACTION PLAN

For the use of
Community Development Block Grant (CDBG)
Funds



On the Water.....On the Move

City of Rowlett

Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.

Margaret Mead – U.S. Anthropologist (1901-1978)

The City of Rowlett would like to express our appreciation to the service agencies, city departments, committees, and residents who participated in the development of the 2011-2015 Consolidated Plan and 2014 Annual Plan for the City of Rowlett.

Brian Funderburk, City Manager

Jim Proce, Assistant City Manager

Marc Kurbansade, Director of Development Services

City Council

Todd Gottel, Mayor

Michael Gallops, Mayor Pro Tem

Carl Pankratz, Deputy Mayor Pro Tem

Robbert van Bloemendaal, Councilmember

Tammy Dana-Bashian, Councilmember

Debby Bobbitt, Councilmember

Rick Sheffield, Councilmember

Prepared by:

Jo Carroll - Community Development and Training Network

ADOPTED ON **AUGUST 5, 2014** BY THE CITY OF ROWLETT CITY COUNCIL
SUBMITTED TO U.S. HOUSING AND URBAN DEVELOPMENT ON **AUGUST 15, 2014**

ADA/EOE/ADEA

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Appendixes

- A Certifications
- B Public Hearings and Comments

Annual Action Plan

Introduction/Executive Summary

The City of Rowlett is a Metropolitan Entitlement City and receives a Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD).

Through the use of federal, state, and local funds the City plans to carry out the objectives set forth in this 2014 Annual Action Plan.

To receive its annual entitlement funds, the City must produce an Annual Action Plan each year. The Annual Action Plan describes the City's planned investments for the coming program year, including proposed actions and proposed CDBG projects.

The Annual Action Plan is similar to a yearly operating plan for a business. It outlines the City's proposed activities in several areas and relates these activities back to the 5-year strategies to address priority needs described in the 2011-2015 Consolidated Plan.

The City works in partnership with public institutions, private and nonprofit partners, to implement activities and projects that require multiple funding sources. The Rowlett Public Works Department works with other City departments to develop coordinated plans, and to leverage resources for parks, infrastructure, code enforcement, clearance of substandard structures, economic development, housing development, and other projects throughout the City. Coordination with and support from adjacent HUD entitlement grantees and the North Central Texas Council of Governments is also sought when appropriate.

The City of Rowlett is located north of Interstate Highway 30, twenty miles northeast of Dallas in northeastern Dallas County and western Rockwall County. Rowlett Creek and the City of Garland border the city on the west, with Lake Ray Hubbard forming the border on the east and south. The Cities of Wylie and Sachse adjoin the northern limits. Rowlett, incorporated in 1952 with a population of 200

and 10 businesses, is centered among the Cities of Garland, Heath, Murphy, Rockwall, Sachse, St. Paul, Sunnyvale, and Wylie. According to the U.S. Census Bureau, the city has a total area of approximately 20.2 miles. Considered a quiet "bedroom community" to the 5th largest U.S. Metroplex – the Dallas-Ft. Worth Metroplex, the City's population has dramatically risen from 1,015 in 1960 to 44,503 in 2000, and an estimated 2005 count of 53,664. The most recent population estimate puts the population stabilized around 56,000 for the past few years.



Rowlett's citizens have easy access to the Metroplex, with endless shopping, dining and entertainment just a short drive away. However, the close proximity to the Metroplex is also in some ways a double-edged sword - the surrounding Dallas County's economic influence and population size does affect

the availability and affordability of housing inside of the Rowlett city limits due to the number of

workers that commute to the Metroplex for the more profitable employment opportunities.

For decades, the surrounding urbanized areas and cities in the north central region of Texas commonly referred to as the “Metroplex” have struggled with the overwhelming issues of providing a suitable living environment and decent, safe, and affordable housing for their citizens. The region’s widespread substandard and aging housing stock combined with the lack of adequate funding to address the need has resulted in severe housing conditions now being experienced by many low income families in the central urban areas.

Although the numbers in need are far lower and the severity of the housing conditions are far less, the City of Rowlett is no exception to this situation, with 1,565 (63%) of the 2,482 low-income homeowner households reporting critical housing needs, and 287 (65.53%) of the 438 low income rental households reporting critical housing needs (2010 Census data).

Lead Entity

The City of Rowlett is the responsible Lead Entity to oversee the development of the 2011-2015 Consolidated Plan and the 2014 Annual Plan. Through the submittal of this document, the City of Rowlett is officially adopting this 2014 Annual Plan as its official strategic plan for the receipt of federal Community Development Block Grant (CDBG) funds and other funds subject to this requirement. The City of Rowlett will retain full and sole responsibility for the appropriate use and expenditure of CDBG funds, and other funds that the City receives through either formula allocation or through competitive grant applications.

The City’s Development Services Department (DSD) is responsible for the daily administrative and management responsibilities, project implementation, fiscal oversight, contract monitoring, and the development and implementation of this Consolidated Plan, upon the review and adoption by the City Council of the City of Rowlett. As needed, the DSD may utilize citizen advisory committees for various duties, including the annual review and selection of Subrecipients seeking federal funds. The City Manager of the City of Rowlett is the designated Certification Officer for all program documents necessary for submittal to HUD. The required certifications for the 2014 Annual Plan are included in this document as **Appendix A**.

Citizen Participation

The development phase of the Annual Plan began with the consulting of community service organizations and other public agencies regarding the City’s housing and non-housing needs, reviewing of existing needs assessments, and gathering input from City staff, elected officials, and residents. Information on homeless and special needs was obtained from Habitat for Humanity, the Metro Dallas Homeless Alliance, local churches, the Rowlett Police Department, and various service providers. The process also included the gathering of more detailed data and input regarding the City’s housing market, types of housing needs, target populations, distribution of funding, and potential projects.

Two public hearings were held during the initial development phase. The meetings were publicized in local newspapers and public notice and were held at the Rowlett Community Centre. There were no citizens in attendance at these meetings.

A third public hearing was held at the Rowlett City Council meeting for adoption of the plan. Attendance at the meetings included interested residents, senior citizens, elected officials, and management staff

from the City of Rowlett. The meetings were held at accessible and convenient locations and during daytime and nighttime hours in order to accommodate and encourage attendance, in addition to being broadcast on the local community service channel.

The public hearings were opened with an explanation of the need and purpose of the public hearings and the 2014 Annual Plan. Information was provided regarding CDBG-eligible activities and the availability of funding for affordable housing programs, public facilities, and public services. A brief review was given regarding the proposed goals and objectives to be included in the 5-year plan and the 2014 Annual Plan.

The meetings were then opened to a general discussion to receive comments about the Consolidated Plan and Annual Plan processes, community needs, and eligible projects and activities. The public hearings were closed after all comments were received and the meetings adjourned.

Information regarding non-profit organizations was obtained directly from specific providers and gleaned from reviewing existing surveys and reports containing comments from numerous health and human services providers regarding their service levels, resources, and anticipated needs.

Citizens were invited to attend any of the publicized public hearings. The final public meeting was held to present the proposed priorities, strategies, and 2014 budget, goals, and objectives during the approval stage on August 5, 2014, just prior to approval by the Rowlett City Council. The comments received were supportive of the CDBG Program and the proposed use of the funds. No written comments were received during the 30-day period posted before the final approval.

The City of Rowlett conducted a number of public hearings to enable citizens to provide input into the Consolidated Plan Process:

Location	Time and Date
Rowlett Community Centre – 5300 Main, Rowlett	10:00 – 11:00 a.m. July 2, 2014
Rowlett Community Centre – 5300 Main, Rowlett	5:00 - 6:00 p.m. July 2, 2014
City Council Chambers – 4000 Main Street – Rowlett Texas	7:30 p.m. August 5, 2014

AP-15 Expected Resources

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available 2014			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Total: \$		
CDBG	public - federal	<ul style="list-style-type: none"> • Admin and Planning • Public Services • Housing • Public Facilities 	\$186,209	\$ 0	\$186,209	\$176,898	Expected Amount assumes a 5% reduction over a one year funding period projected at current levels.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

The City of Rowlett does not anticipate other state or federal resources, such as the HOME Program funds, McKinney-Vento Homeless Assistance Programs, Low Income Housing Tax Credit (LIHTC), Emergency Shelter Grant (ESG), Shelter Plus Care, or FEMA. However, the City does anticipate that Rowlett residents may continue to benefit from HUD Housing Choice Voucher Program funds and other State funds, local funding, private lender financing, private foundation funds, non-profit organizations, for-profit developers, and local contributors.

The City does not anticipate the receipt of program income, Section 108 funds or program income, surplus funds from urban renewal projects, or income from float-funded activities. Any return of grant funds will be budgeted back to the original project or activity, or to another planned and approved eligible project or activity. The City does not anticipate funding any “urgent need” projects or activities.

Development and planning of programs eligible to receive federal funding will be approached with the concept of maximizing the extent of the federal dollar commitment with the least actual dollar commitment required to make the project feasible. Leveraging will also be accomplished through the infusion of local funds and the coordination of programs with non-profit organizations, faith-based groups, for-profit partners, and volunteer work groups providing labor and assistance.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City does not retain public land to be used to address the needs identified in the plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Objective 1: Decent Housing		
<i>Preserve, Improve and Expand the Quality, Affordable, and Accessible Housing Opportunities for Low and Moderate Income Households</i>		
Specific Objectives		Expected One Year Output
Availability/Accessibility of Decent Housing (DH-1)		
DH-1.1	Fair Housing Information - educate and provide information regarding Fair Housing to increase accessibility to rental and purchased housing	<ul style="list-style-type: none"> • 20 households receive Fair Housing information • 1 annual publication of Fair Housing information • 1 annual review of Analysis of Impediments and Fair Housing Ordinance • Documents provided in English and Spanish
DH-1.2	Emergency Shelter/Temporary Housing	20 low-income or special need populations receive information and/or assistance with emergency/temporary shelter and affordable housing opportunities
Affordability of Decent Housing (DH-2)		
DH-2.1	Encourage affordable housing opportunities for low-income homebuyers or renters	<ul style="list-style-type: none"> • 20 households receive information regarding availability of homebuyers assistance and rental assistance opportunities
Sustainability of Decent Housing (DH-3)		
DH-3.2	Lead Hazard Reduction Information provided	<ul style="list-style-type: none"> • 20 low-income households
Objective 2: A Suitable Living Environment		
<i>Encourage reinvestment in low and moderate income neighborhoods, the delivery of health and human services that encourage self-sufficiency and reduce poverty, and public facilities that provide safe, secure, and healthy environments for low-income, homeless, and populations with special needs</i>		
Availability/Accessibility of Suitable Living Environment (SL-1)		
SL-1.1	Increase accessibility to health and human services that improve the quality of life and assist low-income persons, elderly, homeless, victims of domestic violence, and other populations with special needs	50 low income or special need persons receive assistance with health and human services
SL-1.2	Capacity Building - Homeless and Special Need Populations - support and expand collaboration and networking efforts of local non-profit service providers	<ul style="list-style-type: none"> • Participation in meetings and conferences regarding shelter, housing, and service needs of homeless and special need populations • Identification of local, state, and federal resources to assist with homeless prevention and homeless services
Sustainability of Suitable Living Environment (SL-3)		
SL-3.1	Improvements to streets, parks, water, sewer, drainage, sidewalks, infrastructure, or	Project development will begin for a park improvement project in a low-income neighborhood, with project

	community centers located in low-income areas or that provide services primarily to low income households	completion occurring in PY2014
Objective 3: Expanded Economic Opportunities		
<i>Encourage the development and delivery of opportunities and activities that maintain or increase economic and employment stability, educational and job training opportunities, and reduce poverty</i>		
Availability/Accessibility of Expanded Economic Opportunities (EO-1)		
EO-1.1	Increase access to employment opportunities for low-income households	The City will continue with business and economic development activities utilizing local or other funds

***Goals are subject to increase or decrease based upon funding availability.**

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

The City is planning to develop and launch a Housing Repair program to assist low-income households with minor repairs and weatherization needs. The assistance will be provided in the form of a grant. It is anticipated that 3-5 low-income households will be assisted.

AP-38 Project Summary

Project Summary Information

Project Name	Goals Supported	Needs Addressed	Funding
CDBG Program Administration	Not Applicable – this is an administrative activity	Not Applicable – this is an administrative activity	\$37,241
Public Services (PSA)	SL 1.1 Public Services	Public Services – Low-Income Households	\$27,931
Public Facilities and Improvements (Parks)	SL 3.1 Infrastructure Improvements	Public Facilities – Park Improvements	\$60,519
Housing	DH 1.2 Housing	Housing – Minor Repairs and Weatherization	\$60,518
TOTAL 2014 GRANT			\$186,209

AP-35 Projects

Introduction

The City will undertake activities that will address priority needs and objectives established and adopted by City Council. This will include a summary of proposed activities including local objectives and priority needs, proposed accomplishments, and a target date for completion.

#	Project
1	CDBG Program Administration
2	Public Services – Funds will be provided to a local non-profit organization for a pantry providing food and basic living necessities for low-income or special need households. It is expected that 100 low-income or special need families will be assisted. Services will be provided city-wide.
3	Public Facilities and Improvements (Parks) – Funds will be provided to make improvements to a park located in a low-income neighborhood.
4	Housing Repair – Funds will be provided to make minor repairs and weatherization improvements to 5 houses occupied by low-income households.

CPMP Project Summaries, Table 3A, and Table 3B

The following pages contain information produced on HUD's CPMP program and provide the Project Title, a description of the Priority/Objectives identified in the 2011-2015 Consolidated Plan to be addressed with each project, and the proposed budget for each project. The tables also provide the HUD Matrix code, the project-level accomplishments, funding source, and performance measures.

Table 3A provides a **Summary of Specific Annual Objectives** with information about the City's CDBG funded projects.

Table 3B – Annual Housing Completion Goals – indicates the amount of federal funds that the City of Rowlett will be allocating for the completion of housing related activities.

Tables 3C – Consolidated Plan Listing of Projects – provides project-specific summary information.

Outcome/Objective Codes

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Table 3A

SUMMARY OF SPECIFIC ANNUAL OBJECTIVES

Decent Housing with Purpose of New or Improved Availability/Accessibility (DH-1)						
Specific Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
DH 1.1 Fair Housing Information – educate and provide information regarding Fair Housing to increase accessibility to rental and purchased housing		2011	20	20	30	150%
		2012	20	20	35	175%
		2013	20	20	20	100%
		2014	20	20		%
		2015				%
MULTI-YEAR GOAL						%
Decent Housing with Purpose of New or Improved Availability/Accessibility (DH-1)						
Specific Objective	Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
DH 1.2 Emergency Shelter/ Temporary Hsg- Support & expand collaboration & net-working efforts of local non-profit service providers		2011	20	20	20	100%
		2012	20	20	20	100%
		2013	0	0	0	%
		2014	0	0		%
		2015				%
MULTI-YEAR GOAL						%
Decent Housing with Purpose of New or Improved Affordability (DH-2)						
DH 2.1 Encourage affordable housing opportunities for low-income homebuyers or renters		2011	20	20	30	150%
		2012	20	20	35	175%
		2013	3	3	3	100%
		2014	20	20		%
		2015				%
MULTI-YEAR GOAL						%
Decent Housing with Purpose of New or Improved Sustainability (DH-3)						
DH 3.1 Provide Lead Hazard Reduction Information		2011	20	20	30	150%
		2012	20	20	35	175%
		2013	20	20	20	100%
		2014	20	20		%
		2015				%
MULTI-YEAR GOAL						%
Suitable Living Environment with Purpose of New or Improved Availability/Accessibility (SL-1)						
SL 1.1 Increase accessibility to health/human services that improve quality of life & assist low-income persons, elderly, homeless, victims of domestic violence, & other populations w/ special needs		2011	10	10	25	250%
		2012	10	10	10	100%
		2013	50	50	50	100%
		2014	50	50		%
		2015				%
MULTI-YEAR GOAL						%

Suitable Living Environment with Purpose of New or Improved Availability/Accessibility (SL-1)							
SL 1.2	Capacity Building - Homeless and Special Need Populations - support and expand collaboration and networking efforts of local non-profit service providers		2011		0	0	%
			2012		0	0	%
			2013		0	0	%
			2014		0	0	%
			2015				%
			MULTI-YEAR GOAL				
Suitable Living Environment with Purpose of New or Improved Sustainability (SL-3)							
SL 3.1	Improvements to streets, parks, water, sewer, drainage, sidewalks, infrastructure, or community centers located in low-income areas or that provide services primarily to low income households		2011	1	1	0	0%
			2012	0	0	0	%
			2013	1	1		%
			2014	1	1		%
			2015				%
			MULTI-YEAR GOAL				
Economic Opportunity with Purpose of New or Improved Availability/Accessibility (EO-1)							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
EO 1.1	Increase access to employment opportunities for low-income households		2011	0	0		%
			2012	0	0		%
			2013	0	0		%
			2014	0	0		%
			2015				%
			MULTI-YEAR GOAL				

Table 3B
ANNUAL AFFORDABLE HOUSING COMPLETION GOALS

Grantee Name: <i>City of Rowlett Texas</i> Program Year: <u>2014</u>	Expected Annual Number of Units To Be Completed	Actual Annual # of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Beneficiaries*	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	4		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Rental	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Owner	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Combined Total Sec. 215 Goals*	7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Overall Housing Goal	8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Tables 3C
CONSOLIDATED PLAN LISTING OF PROJECTS**

PROJECT #1

Priority Need: *General Administration*

Project Title: *Administration*

Description:

Reasonable costs of overall program management, coordination, monitoring, and evaluation of the CDBG Program and other eligible activities that benefit low-income citizens, with services provided by staff, contractors, and/or consultants.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City of Rowlett Public Works Department, 4310 Industrial Boulevard, Rowlett, Texas

Objective Number: NA	Project ID: 1	Funding Sources	Amounts
HUD Matrix Code: 21A - Planning/Administration	CDBG Citation: 570.206	CDBG	\$37,241.00
Type of Recipient: Local Government	CDBG National Objective: NA	ESG/HOME/HOPWA	0
Start Date: 10-1-2014	Completion Date: 9-30-2015	Total Formula	\$37,241.00
Performance Indicator: NA	Annual Units: NA	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$37,241.00

The primary purpose of the project is to help:
 the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Tables 3C
CONSOLIDATED PLAN LISTING OF PROJECTS**

PROJECT #2

Priority Need: *Support Public Services to increase health and human services*

Project Title: *Public Services*

Description:

Provide funding to Life Message, a non-profit organization, that provides a food pantry serving low-income, elderly, disabled, and special need populations. Services include providing food products and basic living necessities and are available city-wide.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City-wide

Objective Number: SL-1.1	Project ID: 2	Funding Sources	Amounts
HUD Matrix Code: 05 – Public Services (General)	CDBG Citation: 570.201(e)	CDBG	\$27,931.00
Type of Recipient: Local Government	CDBG National Objective: LMA	ESG/HOME/HOPWA	0
Start Date: 10-1-2014	Completion Date: 9-30-2015	Total Formula	\$27,931.00
Performance Indicator: 1 - People	Annual Units: 100	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$27,931.00

The primary purpose of the project is to help:
 the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Tables 3C
CONSOLIDATED PLAN LISTING OF PROJECTS**

PROJECT #3

Priority Need: *Decent Housing – Preserve, improve, and expand the quality, affordable, and accessible housing opportunities for low and moderate income households*

Project Title: *Housing Repairs*

Description:

Provide housing repairs and weatherization services for residential single-family housing occupied by low-income homeowners. Eligible activities will include repair or replacement of essential systems, including roofs, heating/cooling systems, security, access, windows, plumbing, electrical, and other health or safety issues as determined by on-site inspections and in accordance with approved rehabilitation standards.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: City-wide

Objective Number: DH – 2.1	Project ID: 2	Funding Sources	Amounts
HUD Matrix Code: 14A – Rehab: Single-Unit Residential	CDBG Citation: 570.202	CDBG	\$60,518.00
Type of Recipient: Local Government	CDBG National Objective: LMC	ESG/HOME/HOPWA	0
Start Date: 10-1-2014	Completion Date: 9-30-2015	Total Formula	\$60,518.00
Performance Indicator: 04 - Households	Annual Units: 5	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$60,518.00

The primary purpose of the project is to help:
 the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Tables 3C
 CONSOLIDATED PLAN LISTING OF PROJECTS

PROJECT #4

Priority Need: *Support Public Facility Improvements/Infrastructure and Other Projects and Activities to provide safe, secure, and healthy environments*

Project Title: *Park Improvements*

Description:

Park improvements – Includes improvements to parks located in low income neighborhoods. The Isaac Scruggs Park in Census Tract 181.35 will receive a basketball court, shade structures, playground equipment, and other related amenities.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location/Target Area: CT 181.35 – low income neighborhood (Block Groups 1 and 2)

Objective Number: SL-3.1	Project ID: 4	Funding Sources	Amounts
HUD Matrix Code: 03F – Park Improvements	CDBG Citation: 570.201(c)	CDBG	\$60,519.00
Type of Recipient: Local Government	CDBG National Objective: LMA	ESG/HOME/HOPWA	0
Start Date: 10-1-2014	Completion Date: 9-30-2015	Total Formula	\$60,519.00
Performance Indicator: 11 – Public Facility	Annual Units: 1	Prior Year Funds	
Local ID: NA	Units Upon Completion:	Assisted Housing	
		PHA	
		Other Funding	
		Total	\$60,519.00

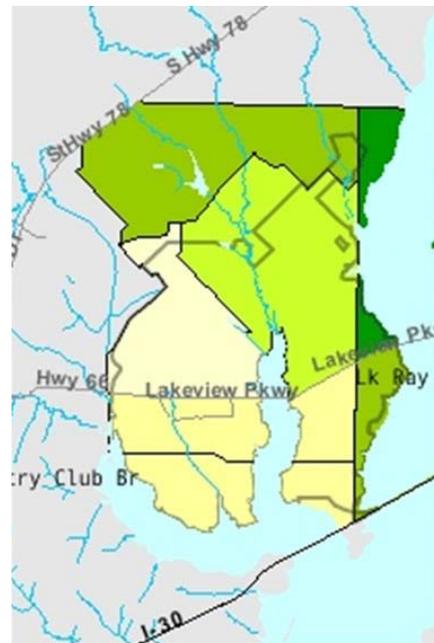
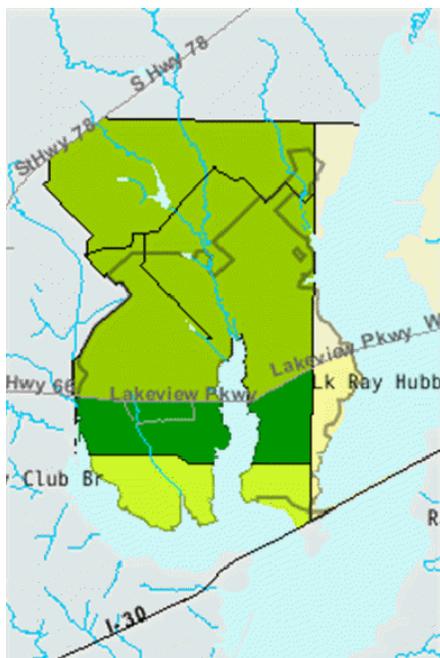
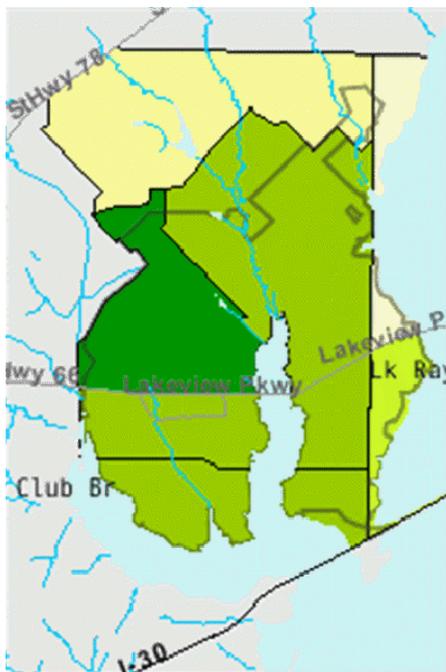
The primary purpose of the project is to help:
 the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

AP-50 Geographic Distribution

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Geographic analysis shows that the incidence of older housing stock overlaps with a concentration of low to moderate income families.

The maps below indicate the dispersal of racial groups in Rowlett (2010 Census).



Black Concentrations Data Classes - %	
	2.1 – 2.1
	4.4 – 4.4
	6.4 – 6.4
	8.7 – 9.4
	10.9 – 10.9

Hispanic Concentrations Data Classes - %	
	2.1 – 2.1
	4.4 – 4.4
	6.4 – 6.4
	8.7 – 9.4
	10.9 – 10.9

White Concentrations Data Classes - %	
	78.8 – 78.8
	80.9 – 81.1
	82.9 – 82.9
	86.9 – 87.7
	93.1 – 93.1

Geographic Distribution

Rationale for the priorities for allocating investments geographically

Based on the information gained during the development of the Consolidated Plan and as determined during the annual budget process, the City will make CDBG Program funds available for public services and affordable housing activities throughout the City, with no geographic preference. However, every effort will be made to

distribute the funds in a manner that addresses the priorities of needs identified in this plan. This includes distributing the funding throughout a variety of projects and activities that serve the maximum number of low-income, elderly, and special need households.

All eligible projects and activities will be available on a city-wide basis unless they are required by HUD regulations to be limited to specific identified low-income areas. The proposed park improvement project will be located in a low-income neighborhood. There are no CDFI or Strategy areas.

Affordable Housing

AP-55 Affordable Housing

Introduction

The City's housing priorities are: increasing the supply of quality affordable housing; expanding homeownership opportunities; revitalizing neighborhoods; and creating mixed-income communities.

The Dallas County Housing Authority provides a Housing Choice Voucher Program that is available to the very-low income segment of the City's population.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	3
Special-Needs	0
Total	3

One Year Goals for the Number of Households to be Supported	
Rental Assistance	5
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	8

AP-60 Public Housing

Introduction

There are no Public Housing Authorities in the City of Rowlett.

Actions planned during the next year to address the needs to public housing

There are no Public Housing Authorities in the City of Rowlett.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

There are no Public Housing Authorities in the City of Rowlett.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

There are no Public Housing Authorities in the City of Rowlett.

AP-65 Homeless and Other Special Needs Activities**Introduction**

There are no reported incidences of chronic homelessness in the City of Rowlett. Public Service providers and religious organizations report a low and sporadic need for temporary assistance with housing shelter and mortgage, rental, or utility payments.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City will be providing \$27,931 in Public Services funds for non-profit organizations to assist with a pantry providing food and basic living necessities. As a part of this service, the City will collect demographic and income information about the persons and households assisted with the funds. The City will continue to work with local organizations to identify needs and develop plans to address those needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

There are no reported incidences of chronic homelessness in the City of Rowlett. Public Service providers and religious organizations report a low and sporadic need for temporary assistance with housing shelter and mortgage, rental, or utility payments.

AP-75 Barriers to Affordable Housing**Introduction**

The City reviewed property tax policies, land use controls, zoning ordinances, building codes requirements, impact and other fees, public housing, environmental requirements, public transportation, and other factors in order to determine any barriers to affordable housing. A review of the federal regulations and requirements and local building codes did not reveal any obvious issues that would discourage the development of affordable housing. There appears to be no significant barriers to affordable housing with regard to public policies. There were no public policies that limit or affect the return on residential investments.

The City of Rowlett conducted an analysis of impediments to housing choice during the development of the 2011-2015 Five-Year Consolidated Plan, and developed goals and strategies to further the practice of Fair Housing and to encourage the availability of housing choice.

It is the adopted Affirmative Marketing Goal of the City to ensure that organizations and individuals who normally might not apply for grants or for assistance because of their race, color, religion, age, sex, national origin, handicap or familial status know about the availability of assistance and have the opportunity to apply. Public notices will be placed in local newspapers, public service announcements will be advertised through local television stations, signs will be posted throughout the government offices, and public hearings will be held at accessible locations and times to inform the general public when funds are available and what projects will be funded.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In order to continue to address and eliminate any potential barriers to affordable housing, the City has identified the following areas where the City could take action to minimize barriers to affordable housing:

1. Promote the provision of foreclosure prevention counseling and buyer education
2. Seek additional resources to reduce barriers
3. Make efforts to coordinate its housing initiatives with local and regional transportation planning strategies to ensure, to the extent practical, that affordable housing owners and tenants have access to public transportation

AP-85 Other Actions

Introduction

This section will describe the City's plans for the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The City of Rowlett, through the implementation of the 2011-2015 Consolidated Plan and the 2014 Annual Plan, will continue its efforts to addressing identified obstacles to meeting underserved needs and barriers to affordable housing. The City will provide relevant information regarding the availability of homebuyer's assistance, rental assistance, and lead based paint issues to residents by posting the referral information on the City's website, and at public locations at the Rowlett Community Centre and the Rowlett Development Services Department. The information provided will include a listing of providers of each service, including the state and federal programs for homebuyers' assistance, a listing of subsidized housing providers available for Rowlett residents (e.g., Dallas County Housing Voucher Program), and lead-paint education materials and contact information for the Dallas County Health and Human Services Department and Rockwall County Environmental Health Coordinator.

Identified obstacles and actions to address these obstacles include:

- *The lack of adequate and sustained financial resources* - The data gathered during the Consolidated Plan and Annual Plan process will be made available to organizations seeking state and federal grant funds to assist in their provision of services. The City has made a concerted effort to identify community issues, thereby establishing a data-base that will be useful to establish the housing and public service needs of low-income and special need populations. The City will also consider seeking additional state and federal grant funds, including HOME Program funds, in addition to encouraging other organizations to actively seek external funding resources.
- *Ability to provide current and relevant information to citizens in an effective and timely manner regarding community resources and issues* - The City will place information regarding community development issues on the city's website. City staff will also actively participate in community forums, community meetings, and special focus groups related to issues and needs identified in the City's Consolidated Plan, such as homelessness, domestic violence, and elderly.
- *The lack of a coordinated intake and referral system* - City staff will actively participate in local and regional groups and organizations to facilitate coordination and collaboration amongst service-providers, non-profit organizations, and faith-based groups. A focus will be the sharing of information and resources to increase efficiency and effectiveness.

Actions planned to foster and maintain affordable housing

The City of Rowlett, through the implementation of the 2011-2015 Consolidated Plan and the 2014 Annual Plan, will continue its efforts to foster decent housing for residents. Specifically, the City will:

- Initiate and develop a program to assist with minor repairs and weatherization needs for low-income households
- Enforce building and housing codes that set forth the standards for all affordable housing programs administered and/or supported by the City
- Provide educational opportunities and training for its staff developing and administering affordable housing programs that provide housing meeting building and housing codes
- Facilitate the efforts of other entities and non-profit organizations providing affordable and standard housing
- Make available technical assistance and funding, if available, in support of other projects and activities that remove health and safety hazards
- Make available technical assistance and funding, if available, in support of public facility and infrastructure improvements in low income neighborhoods in order to encourage the redevelopment and new development of new affordable and decent housing opportunities and to improve the overall quality of life for low income residents

Actions planned to reduce lead-based paint hazards

The 2009 ACS indicated that 13% of the housing in the City was built prior to 1980, and 3% were built prior to 1970. HUD recommended methods that consider the age and condition of the properties were used in estimating the number of dwellings potentially impacted. A significant percentage of pre-1979 housing typically contains lead-based paint, which presents some special issues regarding the health of occupants and construction abatement procedures. It is estimated that more than 1,539 (10.56%) of the City's residential properties may have some interior or exterior lead paint present. A smaller undetermined percentage of these may have deteriorated paint that could pose health risks for occupants. *Considering the age of the City's housing combined with the percentage of low-income residents, it is estimated 321 (20.84% of the estimated number of pre-1979 houses with lead) of the estimated number of housing units containing lead paint could be occupied by low-income residents.*

According to the most recent estimates, approximately 3.2% of children aged 1-5 years in Texas had elevated lead levels. A blood lead level greater or equal to 10 mg/dL is considered to be an elevated blood lead level by the federal government. The highest blood lead levels are found in 1-2 year old children who are poor and who live in older housing that is in poor condition.

Utilizing the health data as described above regarding potential hazards to 3.2% of children aged 1-5 years, it is noted that approximately 30-35 children in Rowlett may be impacted by elevated blood lead levels. However, it should be noted that the age of Rowlett's housing is significantly younger than the state-wide average, leading to an even lower number of young children in Rowlett that may be exposed to lead paint.

The City is aware of the possible dangers of lead poisoning and will continue to monitor available health data to identify the incidence of the problem. The City will distribute information to the public regarding the hazards of lead.

The following actions will be undertaken:

- Provide public information and education regarding lead-based paint
- Monitor regular reports from the County Health Department and Texas Department of Health to monitor the level of reported lead poisoning issues
- Encourage local construction contractors to become certified as lead paint inspectors, removers, and abaters

Actions planned to reduce the number of poverty-level families

In an effort to promote and encourage economic and social self-sufficiency, the City will undertake the following actions:

- Support the efforts of the Housing Choice Voucher Homeownership Program that is designed to provide supportive and educational services leading to a decreased dependence on subsidy programs.
- Support the efforts of existing affordable housing programs to reduce the economic impact of rent and homeownership burdens on low-income households.
- Continue to provide economic development incentives utilizing local funds to encourage the retainment and creation of employment opportunities available to low income residents.
- Continue to include and enforce requirements of Section 3 in applicable contracts utilizing federal funds.
- Support the efforts of non-profit organizations that provide educational courses in homebuyer and homeowner responsibilities, home maintenance, budgeting, nutrition, parenting, affordable rental units, and other health and human services.
- Support the efforts of public service activities that enhance the quality of life of low-income residents.
- Continue to support public service activities that allow youth to meet their maximum potential and ultimately leave the poverty environment.
- Encourage and initiate efforts to promote collaboration and reduce duplication of effort amongst the region's entities and public service providers.

Actions planned to develop institutional structure

It has been and remains a priority for the City to develop and enhance an effective and efficient program delivery system for the use of federal funds. Even though the system has been streamlined and improved in recent years, the City continues to monitor, assess, and seek ways to further improve its performance. Solid relationships have been built with public institutions, private and nonprofit partners, to implement activities and projects that require multiple funding sources. All partners are encouraged to share their thoughts on how the delivery system and programs could be made better.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Rowlett will coordinate and administer the identified goals, objectives, and strategies discussed in this document through its Public Works Department. The City will utilize and administer its CDBG and other local, state, and federally-funded programs (as available) to support affordable housing programs and other

community development activities to assist low-income citizens and revitalize declining neighborhoods. The City will also consider and offer letters of support when appropriate to other organizations and agencies seeking grant or state/federal funding. In addition, the City will provide technical assistance and funding of health and public services as funds are available, as well as actively seeking to enhance coordination of services amongst service providers. A more detailed listing of potential partners that are committed to work cooperatively with the City to improve the quality of life for its citizens is contained in the 2011-2015 Consolidated Plan.

AP-90 Program Specific Requirements

Introduction

This section will describe activities planned with respect to all CDBG funds expected to be available during the program year (including program income that will have been received before the start of the next program year), except that an amount generally not to exceed ten percent of such total available CDBG funds may be excluded from the funds for which eligible activities are described if it has been identified for the contingency of cost overruns.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220.(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Description	Amount of Program Income
The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0
The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
The amount of surplus funds from urban renewal settlements	\$0
The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
The amount of income from float-funded activities	\$0
Total Program Income:	\$0

Other CDBG Requirements

- | | |
|---|-----|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. | 70% |